

TOWN of GRAFTON

Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

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2022 FEB 16 AM 8:33

Grafton Public Library Board .of Library Trustees

REGULAR MEETING

MINUTES

Wednesday November 17, 2021 7:00pm via Zoom

Attended: Aaron Vandesteen, Chair; Douglas Bowman, Trustee; Martin Estner, Trustee; Beth Gallaway, Library Director; Daniela Sharma, Trustee; Karen Ceppetelli, Trustee; Cyndi Zarriello, Scribe

Absent: Stephanie Teixeira, Vice-Chair; Dana Wilson, Trustee.

CALL TO ORDER

The meeting of the Library Board of Trustees was called to order by Aaron Vandesteen, Chair at 7:03 pm.

This meeting was convened via Zoom conference as posted on the Town's website, identifying how the public may join. Aaron read the Script for Remotely Conducted Open Meetings and Public Meeting Remote Participation Guidelines. Of note, this meeting is being recorded, and attendees are participating by video conference.

APPROVE MINUTES

Karen Ceppetelli made a motion to accept the minutes from the October 27th meeting, Doug Bowman seconded the motion and approved by all through a roll call vote.

APPROVE BILLS

Karen Ceppetelli made a motion to accept warrants #19 and #21 signed by Library Director Beth Gallaway, seconded by Doug Bowman and approved by all through a roll call vote.

ON-GOING BUSINESS

- **MPLCP - Beth Gallaway**

- The Library still has temporary occupancy certification but there is movement towards permanent occupancy. A temporary fix for the vestibule handicap opening; the handicap shower is fixed and temporary signage is up.
- Working on the punch list, still 14 items.
- The tree in the Children's Room is being installed and the room will be closed for three days. We'll have a pop-up Children's Room in the Community Room.
- The landscaping is finished and we can open the front doors, still need the computer for gate and door counter.
- People are excited and blown away with how beautiful the Library is.

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- HVAC issue - harsh chemicals were used and staff were having headaches/dizziness.
- The elevator keeps putting itself out of commission. We're told this is a normal breaking in period.
- Meeting room use is going well.
- No doors on the tutoring rooms.
- Phone transfer is set to take place 12/1/2021.
- IT is very present on site; pursuing self check lockers for the computers.
- Printing is intermittent.
- Friday, December 17 a 11 am is the Ceremonial Ribbon Cutting.
- Door counters are working and staff are doing manual count as well. Haven't received a software report yet. Once we are using the report, staff will need to use the staff door.
- **Grand Reopening**
 - Friday December 17, 2021 at 11:00 a.m.
 - Public is invited.
 - Outside for ribbon cutting and speeches.
- **FY22 Budget Update - Beth Gallaway**
 - Concern about a miscoded line in the rental & leases. Will be looking into this issue.
 - Everything else looks good.
 - Educational materials account is a bit high and we still have a bit of money that is encumbered.
 - The gift account is very robust. Will use some for the ribbon cutting ceremony.
 - Construction Budget:
 - Concern over the amount of money left in the Furniture, Fixture, & Equipment account, around \$21,000 left.
 - IT budget is over \$2,000.
 - The Historical Commission has a concern with the visibility of the HVAC system on the roof. An estimate for the screens is \$50,000 for fabrication only. The project budget is getting very tight.
 - Doug said the capital campaign money is for capital items: money for projects, unrestricted funds and giving some money to the town. No set percentage for each area yet. Planning on spending 80% soon.
 - Rest of the money is for future years and maintenance on landscaping/green roof.
- **IT Update - Beth Gallaway**

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- The Town's company is good to work with. We email what we need and when there are enough items on the list, someone will be sent out.
- Staff concerned about patrons sending personal email to staff account in order to get something printed. The new computers USB drives don't work on the monitor, just on the back of the machines.
- The wireless is working; however, there is no way to track the number of users which is needed for the ARIS report.
- A lot of the items we are having trouble with should have all been fixed so we didn't have to worry about it. We did not receive the requested computers and the new computers are not very reliable.
- Everything we do is IT-related and time down or spent troubleshooting is pulling staff off of the desk and away from helping patrons.
- **GPL Capital Campaign - Doug Bowman**
 - The landscaping is done on the front and sides as well as the teen patio.
 - The sign company and artist came in for placement of the donor wall and signs for the rooms.
- **Advocacy - Aaron Vandesteen - Tabled**
- **Friends Membership - Beth Gallaway**
 - Reminder by Aaron that the Board Members need to renew their Friend's Membership in December/January timeframe.
 - Friend's Book Sale update
 - Friends had printed a new brochure
 - Will be onsite for Grafton Celebrates the Holidays
 - The LEGO build will be the front of the Grafton Public Library.
 - Will have Cards for a Cause and book bundles
 - Next meeting will be December 7th and Aaron Vandesteen will attend
- **Building and Grounds - Beth Gallaway**
 - Doug sent a list of things he noticed. Most are on the scope and are being taken care of.
 - Holes near the old boilers
 - Windows sealed with plywood
 - Trash can next to the bicycle rack
 - Bushes not planted or not removed
 - Doug will reach out to Karen Ceppetelli to do next month's inside walk about.

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- **COVID-19 Update - Beth Galloway**

- The 2020 Manual and training need to be updated with current information.
- The building is very dirty. Paul is doing an amazing job but we only get him 15 hours per week. He is unable to vacuum, empty trash, and clean the bathrooms in that amount of time. That doesn't include all the glass that needs to be cleaned; floors washed; or any routine maintenance.
- Beth have been asking for 60 hrs of Custodian and IT help since 2016!
- There was an incident where the women's restroom toilets were clogged. The toilets were out of use for 10 days.
- We are averaging 200 visitors per day.

NEW BUSINESS

- **2022 Meeting Schedule**

Karen Ceppetelli made a motion to approve the Board of Library Trustee meeting dates for 2022. Daniella Sharma seconded the motion. A comment was made that the meeting dates don't seem to interfere with any holidays. Motion was approved by all.

- **2022 Closing of Grafton Public Library**

- Beth gave an amendment to the previous schedule to change the Professional Development day from Friday, January 14th to Thursday, January 13th.
- Karen Ceppetelli made a motion to accept the closing dates and Daniella Sharma seconded the motion. Motion was approved by all.

POLICY REVIEW - Tabled

DIRECTOR'S REPORT - Beth Galloway

- Beth is very tired and working lots of hours.
- We gave out 162 new library cards in 3 weeks.
- Item for the policy committee - what do we do for patrons requesting a library card but permanently live out of state but are here temporarily. Do we charge them?
- We had Mr. Kim, an in person program, in November.
- Five volunteers returned in October.
- Doug - staffing is an issue. We had 6 or 7 teens wanting to use the teen room but not enough staff so we had to close the room. We need to help Beth however we can so we don't need to close rooms during peak times.
 - If the public doesn't feel the stress the staff is under, we won't get more staffing.
 - Karen doesn't want to hide the problem.
- The building is closed as of 8 pm today due to the chemical fumes.

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- Will you be able to open tomorrow am? We will see after we open the doors and windows.
- Doug Bowman participated in the trail clearing. It is a huge piece of property and will be a great resource for the library.

PUBLIC INPUT - none

NEXT MEETING: December 15, 2021 at 7pm via Zoom

ADJOURNMENT

Karen Ceppetelli made a motion to adjourn the meeting at 8:20pm, Doug Bowman seconded the motion and was approved by all.

Respectfully Submitted,
Cyndi Zarriello

Attachments: Agenda, Minutes, Warrant Coversheets, 2022 Trustee Meeting Schedule, 2022 Library Closings, Director's Report, October Stats.

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

1 - GENERAL FUND									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
1.610.1.5112	DEPARTMENT HEAD		86,619.00	86,619.00			27,213.34	59,405.66	31.41 %
1.610.1.5114	WAGES, PERMANENT		373,845.00	373,845.00			115,324.85	258,520.15	30.84 %
1.610.1.5115	WAGES, PART-TIME PERSONNEL		252,844.00	252,844.00			56,419.61	196,424.39	22.31 %
Schedule 0001	PERSONNEL SERVICES		713,308.00	713,308.00			198,957.80	514,350.20	27.89 %
1.610.2.5210	ENERGY		33,500.00	33,500.00			2,721.60	30,778.40	8.12 %
1.610.2.5230	NON-ENERGY UTILITIES		1,600.00	1,600.00			141.76	1,458.24	8.86 %
1.610.2.5240	REPAIR AND MAINTENANCE		11,000.00	11,000.00			2,626.89	8,373.11	23.88 %
1.610.2.5248	CONTRACTED SERVICES		22,500.00	22,500.00			21,213.00	1,287.00	94.28 %
1.610.2.5270	RENTAL AND LEASES		250.00	250.00			745.27	-495.27	298.10 %
1.610.2.5340	COMMUNICATIONS		3,750.00	3,750.00			774.32	2,975.68	20.64 %
1.610.2.5420	OFFICE SUPPLIES		5,000.00	5,000.00			962.26	4,037.74	19.24 %
1.610.2.5515	EDUCATIONAL SUPPLIES		112,000.00	112,000.00		15,912.19	36,251.45	59,836.36	46.57 %
1.610.2.5516	PERIODICALS		8,000.00	8,000.00		3,091.12	2,402.26	2,506.62	68.66 %
1.610.2.5710	INSTATE TRAVEL		1,000.00	1,000.00			77.12	922.88	7.71 %
1.610.2.5717	Programs		15,000.00	15,000.00			3,644.92	11,355.08	24.29 %
1.610.2.5730	DUES AND MEMBERSHIPS		1,300.00	1,300.00				1,300.00	0.00 %
Schedule 0002	EXPENSES		214,900.00	214,900.00		19,003.31	71,560.85	124,335.84	42.14 %
1.610.6.5210.999.0	ENERGY	300.00		300.00			173.26	126.74	57.75 %
1.610.6.5270.999.0	RENTAL & LEASES	35.00		35.00			30.38	4.62	86.80 %
1.610.6.5300.999.0	PROFESSIONAL AND TECHNICAL						74.53	-74.53	100.00 %
1.610.6.5330.999.0	CONFERENCE/SEMINAR FEES	60.00		60.00				60.00	0.00 %
1.610.6.5340.999.0	COMMUNICATIONS	816.36		816.36			490.07	326.29	60.03 %
1.610.6.5515.999.0	EDUCATIONAL SUPPLIES	6,149.10		6,149.10		121.39	3,898.33	2,129.38	65.37 %
1.610.6.5710.999.0	INSTATE TRAVEL	209.74		209.74			56.64	153.10	27.00 %
1.610.6.5717.999.0	PROGRAMS	120.41		120.41			120.41		100.00 %
1.610.6.5730.999.0	DUE & MEMBERSHIPS	20.00		20.00			20.00		100.00 %
Schedule 0006	ENCUMBERED FUNDS	7,710.61		7,710.61		121.39	4,863.62	2,725.60	64.65 %
610 Total LIBRARY		7,710.61	928,208.00	935,918.61		19,124.70	275,382.27	641,411.64	
1 Total GENERAL FUND		7,710.61	928,208.00	935,918.61		19,124.70	275,382.27	641,411.64	

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

20 - STATE & FED. GR									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
20.610.209.1	BALANCE FORWARD	417.40		417.40				417.40	0.00 %
Schedule 0209	SHRAB GRANT	417.40		417.40				417.40	0.00 %
20.610.286.1	BALANCE FORWARD	162.25		162.25				162.25	0.00 %
Schedule 0286	UNIBANK WIRELESS INTERNET GRAN	162.25		162.25				162.25	0.00 %
20.610.290.1	BALANCE FORWARD	92,909.74		92,909.74				92,909.74	0.00 %
Schedule 0290	LIBRARY INCENTIVE	92,909.74		92,909.74				92,909.74	0.00 %
20.610.291.1	BALANCE FORWARD	32,859.01		32,859.01				32,859.01	0.00 %
Schedule 0291	LIBRARY EQUALIZATION	32,859.01		32,859.01				32,859.01	0.00 %
20.610.292.1	BALANCE FORWARD	14,912.58		14,912.58				14,912.58	0.00 %
Schedule 0292	LIBRARY CIRCULATION	14,912.58		14,912.58				14,912.58	0.00 %
20.610.293.1	BALANCE FORWARD	781.84		781.84				781.84	0.00 %
Schedule 0293	ARPA GRANT	781.84		781.84				781.84	0.00 %
20.610.641.1	BALANCE FORWARD	110.50		110.50				110.50	0.00 %
Schedule 0641	TUFTS (CSSF) STEM/STEAM PROJEC	110.50		110.50				110.50	0.00 %
610 Total LIBRARY		142,153.32		142,153.32				142,153.32	
20 Total STATE & FED. GR		142,153.32		142,153.32				142,153.32	

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

29 - OTH. SPEC. REV.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
29.610.361.4830	CONTRIBUTIONS & DONATIONS				261.30			261.30	100.00 %
29.610.361.1	BALANCE FORWARD	29,134.13		29,134.13				29,134.13	0.00 %
29.610.361.5400	SUPPLIES						2,545.31	-2,545.31	100.00 %
Schedule 0361	GIFT ACCOUNT	29,134.13		29,134.13	261.30		2,545.31	26,850.12	8.73 %
29.610.373.4830	CONTRIBUTIONS & DONATIONS				51.90			51.90	100.00 %
29.610.373.1	BALANCE FORWARD	525.24		525.24				525.24	0.00 %
29.610.373.5400	SUPPLIES						10.34	-10.34	100.00 %
Schedule 0373	LIBR LOST BOOKS REPLACEMENT 4	525.24		525.24	51.90		10.34	566.80	1.96 %
29.610.394.1	BALANCE FORWARD	1.46		1.46				1.46	0.00 %
Schedule 0394	UNIBANK E-READER/E-BOOK GIFT A	1.46		1.46				1.46	0.00 %
29.610.793.4899	MISCELLANEOUS SALES				30.00			30.00	100.00 %
29.610.793.1	BALANCE FORWARD	15,051.48		15,051.48				15,051.48	0.00 %
29.610.793.5400	SUPPLIES						87.55	-87.55	100.00 %
Schedule 0793	LIB MATERIALS REPLACEMENT REV	15,051.48		15,051.48	30.00		87.55	14,993.93	0.58 %
610 Total LIBRARY		44,712.31		44,712.31	343.20		2,643.20	42,412.31	
29 Total OTH. SPEC. REV.		44,712.31		44,712.31	343.20		2,643.20	42,412.31	

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

30 - CAPITAL PROJECT									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
30.610.440.1	BALANCE FORWARD	-2,885,900.16		-2,885,900.16				-2,885,900.16	100.00 %
30.610.440.5100	PERSONNEL SERVICES						20,767.95	-20,767.95	100.00 %
30.610.440.5200	PURCHASE OF SERVICES				67,356.80	596,645.14	1,493,329.80	-2,022,618.14	100.00 %
30.610.440.5400	SUPPLIES					54,535.85	59,101.76	-113,637.61	100.00 %
Schedule 0440	ART 10 5/17 LIBRARY EXP	-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,573,199.51	-5,042,923.86	100.00 %
610 Total LIBRARY		-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,573,199.51	-5,042,923.86	
30 Total CAPITAL PROJECT		-2,885,900.16		-2,885,900.16	67,356.80	651,180.99	1,573,199.51	-5,042,923.86	

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

82 - NONEXPEND. TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
82.610.630.1	BALANCE FORWARD	47,934.36		47,934.36				47,934.36	0.00 %
Schedule 0630	GEO W FISHER LIBRARY	47,934.36		47,934.36				47,934.36	0.00 %
82.610.631.1	BALANCE FORWARD	2,513.53		2,513.53				2,513.53	0.00 %
Schedule 0631	LAR FIELD LIBRARY	2,513.53		2,513.53				2,513.53	0.00 %
82.610.632.1	BALANCE FORWARD	5,000.00		5,000.00				5,000.00	0.00 %
Schedule 0632	E. FISHER LIBRARY	5,000.00		5,000.00				5,000.00	0.00 %
82.610.633.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %
Schedule 0633	FORD LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %
82.610.634.1	BALANCE FORWARD	2,000.00		2,000.00				2,000.00	0.00 %
Schedule 0634	FOWLER LIBRARY	2,000.00		2,000.00				2,000.00	0.00 %
82.610.635.1	BALANCE FORWARD	250.00		250.00				250.00	0.00 %
Schedule 0635	E. GODDARD LIBRARY	250.00		250.00				250.00	0.00 %
82.610.636.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %
Schedule 0636	G. HAMMON LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %
82.610.637.1	BALANCE FORWARD	1,000.00		1,000.00				1,000.00	0.00 %
Schedule 0637	KEITH LIBRARY	1,000.00		1,000.00				1,000.00	0.00 %
82.610.638.1	BALANCE FORWARD	8,324.30		8,324.30				8,324.30	0.00 %
Schedule 0638	W. FAULKER LIBRARY	8,324.30		8,324.30				8,324.30	0.00 %
82.610.640.1	BALANCE FORWARD	2,963.00		2,963.00				2,963.00	0.00 %
Schedule 0640	R.HARRIS BOOK FUND	2,963.00		2,963.00				2,963.00	0.00 %
610 Total LIBRARY		71,985.19		71,985.19				71,985.19	
82 Total NONEXPEND. TR.		71,985.19		71,985.19				71,985.19	

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
84.610.630.4820	INTEREST ON INVESTMENTS				1,472.96			1,472.96	100.00 %
84.610.630.1	BALANCE FORWARD	4,474.56		4,474.56				4,474.56	0.00 %
Schedule 0630	GEO W FISHER LIBRARY	4,474.56		4,474.56	1,472.96			5,947.52	0.00 %
84.610.631.4820	INTEREST ON INVESTMENTS				122.55			122.55	100.00 %
84.610.631.1	BALANCE FORWARD	2,128.45		2,128.45				2,128.45	0.00 %
Schedule 0631	LAR FIELD LIBRARY	2,128.45		2,128.45	122.55			2,251.00	0.00 %
84.610.632.4820	INTEREST ON INVESTMENTS				243.50			243.50	100.00 %
84.610.632.1	BALANCE FORWARD	4,224.00		4,224.00				4,224.00	0.00 %
Schedule 0632	E. FISHER LIBRARY	4,224.00		4,224.00	243.50			4,467.50	0.00 %
84.610.633.4820	INTEREST ON INVESTMENTS				49.23			49.23	100.00 %
84.610.633.1	BALANCE FORWARD	865.19		865.19				865.19	0.00 %
Schedule 0633	FORD LIBRARY	865.19		865.19	49.23			914.42	0.00 %
84.610.634.4820	INTEREST ON INVESTMENTS				97.63			97.63	100.00 %
84.610.634.1	BALANCE FORWARD	1,698.30		1,698.30				1,698.30	0.00 %
Schedule 0634	FOWLER LIBRARY	1,698.30		1,698.30	97.63			1,795.93	0.00 %
84.610.635.4820	INTEREST ON INVESTMENTS				12.69			12.69	100.00 %
84.610.635.1	BALANCE FORWARD	231.02		231.02				231.02	0.00 %
Schedule 0635	E. GODDARD LIBRARY	231.02		231.02	12.69			243.71	0.00 %
84.610.636.4820	INTEREST ON INVESTMENTS				49.26			49.26	100.00 %
84.610.636.1	BALANCE FORWARD	866.13		866.13				866.13	0.00 %
Schedule 0636	G. HAMMON LIBRARY	866.13		866.13	49.26			915.39	0.00 %
84.610.637.4820	INTEREST ON INVESTMENTS				49.28			49.28	100.00 %
84.610.637.1	BALANCE FORWARD	866.66		866.66				866.66	0.00 %
Schedule 0637	KEITH LIBRARY	866.66		866.66	49.28			915.94	0.00 %
84.610.638.4820	INTEREST ON INVESTMENTS				404.28			404.28	100.00 %
84.610.638.1	BALANCE FORWARD	6,989.93		6,989.93				6,989.93	0.00 %
Schedule 0638	W. FAULKER LIBRARY	6,989.93		6,989.93	404.28			7,394.21	0.00 %
84.610.639.4820	INTEREST ON INVESTMENTS				2,812.11			2,812.11	100.00 %
84.610.639.1	BALANCE FORWARD	106,584.98		106,584.98				106,584.98	0.00 %
Schedule 0639	NELSON LIBRARY	106,584.98		106,584.98	2,812.11			109,397.09	0.00 %
84.610.640.4820	INTEREST ON INVESTMENTS				140.36			140.36	100.00 %
84.610.640.1	BALANCE FORWARD	2,353.91		2,353.91				2,353.91	0.00 %
Schedule 0640	R.HARRIS BOOK FUND	2,353.91		2,353.91	140.36			2,494.27	0.00 %
84.610.659.4820	INTEREST ON INVESTMENTS				497.94			497.94	100.00 %
84.610.659.1	BALANCE FORWARD	10,149.16		10,149.16				10,149.16	0.00 %
Schedule 0659	J. WHELOCK LIBRARY	10,149.16		10,149.16	497.94			10,647.10	0.00 %

Town of Grafton

Department Revenue and Expenditure Report

From 10/01/2021 to 10/31/2021

84 - EXPENDABLE TR.									
Account	Description	Carry Fwd	Budget	Amded Bud	Revenue	Encumb	Expend	Unencum Bal	% Exp
610 Total	LIBRARY	141,432.29		141,432.29	5,951.79			147,384.08	
84 Total	EXPENDABLE TR.	141,432.29		141,432.29	5,951.79			147,384.08	
Grand Total		-2,477,906.44	928,208.00	-1,549,698.44	73,651.79	670,305.69	1,851,224.98	-3,997,577.32	



GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON
GRAFTON, MASSACHUSETTS 01519
PH: (508) 839-4649 FX: (508) 839-7726
www.graftonlibrary.org



BOARD of LIBRARY TRUSTEES **MEETING DATES for CALENDAR YEAR 2022**

The Board of Library Trustees meets on the fourth Wednesday of each month at the Grafton Public Library at 35 Grafton Common, Grafton MA 01519 at 7:00 p.m., unless otherwise indicated. The following meeting dates for the year 2022 are:

Wednesday, January 26, 2022
Wednesday, February 23, 2022
Wednesday, March 23, 2022
Wednesday, April 27, 2022
Wednesday, May 25, 2022
Wednesday, June 22, 2022
Wednesday, July 27, 2022
Wednesday, August 24, 2022
Wednesday, September 28, 2022
Wednesday, October 26, 2022
Wednesday, November 16, 2022
Wednesday, December 21, 2022



GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON
GRAFTON, MASSACHUSETTS 01519
PH: (508) 839-4649 FX: (508) 839-7726
www.graftonlibrary.org



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TOWN of GRAFTON

Grafton Memorial Municipal Center
30 Providence Road Grafton, MA 01519
www.grafton-ma.gov

Grafton Public Library Board of Library Trustees REGULAR MEETING

NOTICE / AMENDED AGENDA

Wednesday November 17, 2021 7:00pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Find your local number: <https://us02web.zoom.us/j/88189458443?pwd=cFpQZ2dEckNCeHFxVjdxR1QxMWtWUT09>

Meeting ID: 881 8945 8443 Passcode: 822673

- I. Call to Order**
- II. Approve Minutes (October 27, 2021)**
- III. Approve Bills (FY22 Warrant #19, #21)**
- IV. On-Going Business**
 - MPLCP (Building Program/Grant) - Beth Gallaway
 - Grand Reopening – Dana Wilson
 - FY22 Budget Update - Beth Gallaway
 - IT Update - Beth Gallaway
 - Grafton Public Library Capital Campaign Update - Dana Wilson
 - Advocacy - Tabled
 - Friends Membership & Update – Stephanie Teixeira
 - Building & Grounds – Beth Gallaway
 - COVID-19 Update - Beth Gallaway
- V. New Business**
 - 2022 Trustee Meeting Schedule
 - 2022 CLOSINGS
- VI. Policy Review**
- VII. Director's Report**
 - Stats
 - Staff
- VIII. Public Input**
- IX. Next Meeting: Wednesday December 15, 2021 at 7:00pm**
- X. Adjournment**



TOWN OF GRAFTON, MASSACHUSETTS
Certificate of Organization for 2016-2017

(Grafton By-Laws Art.4 Sec. 5)

Grafton Public Library Board of Library Trustees

(Name of Board/Committee/Commission)

This is a public record. Member Names, Office and Term Expiration are posted on the Town Web Site. Enclosed please find a copy of information currently on file for your organization. Fill out this form to indicate all current members of your organization. Unless otherwise indicated, the Chairman is considered the primary contact person for your organization. Use the back of the form if you need extra room. Return form to the Town Clerk's Office.

Member	Office	Mailing Address	Term Expires	Telephone #	Email Address (optional)
Aaron Vandestein	Chair	168 Upton Street, Unit 4	2024	508-839-4554	aaronMV@gmail.com
Doug Bowman	Trustee	32 Elliot Trail	2024	508-839-1031	doug.bowman@verizon.net
Karen Ceppetelli	Co-Chair	60 Nottingham Road	2023	508-887-3131	karenmariec123@gmail.com
Martin Estner	Trustee	21 Cherry Tree Lane	2023	617-571-6827	miestner@outlook.com
Daniela Sharma	Trustee	168 Upton Street, Unit 4	2022	508-839-4554	aaronmv@gmail.com
Stephanie Teixeira	Trustee	26 Sartell Road	2024	508-954-7762	tex.stephanie86@gmail.com
Dana Wilson	Trustee	16 Seaver Farm Lane	2022	508-244-1400	danawilson586@gmail.com
Beth Gallaway	Library Director	305 Summer Street, Arlington	-	774-813-9203	gallawayb@grafftonlibrary.org
Cyndi Zarriello	Staff Scribe	8 Rittenhouse Road	-	508-839-0557	zarriello@grafftonlibrary.org

Meeting Information – Please fill in the appropriate information including day of week and location.

1. How often do you meet (**monthly**, weekly, as needed) and the day of the week: 7:00 p.m. on the fourth Wednesday of each month
2. Meeting Location: Municipal Center Conference Room A
Revised: 2/15/2022

Other:

Director's Report

October 2021

All hands were on deck during the first week of October as we welcomed patrons into the Lobby for book returns and holds pickup. The Grafton Public Library received a temporary certificate of Occupancy on Tuesday October 12, 2021, enabling us to reopen fully to the public on Wednesday October 13, 2021. The Certificate is temporary and pending final resolution of ADA issues; all code and life/safety issues have been resolved. We continue to work through the punch list and discover new issues daily, such as a backwards door that locks from the inside and an unalarmed door in the Children's Room. A Ribbon Cutting and Dedication Ceremony is being planned for Friday December 17 2021 at 11am.

Our occupancy load is 384 for the Upton Street (lower) level and 168 for the Common level (upper floor). Hours are Monday-Thursday, 10am-9pm and Friday and Saturday 10am-6pm. Around 100 patrons came through to check out the new space on opening day, and visitors had many positive comments. We had over 1,200 visitors in our first week of opening, and feel gratified by the wonderful reactions of patrons old and new, who have been so complimentary and appreciative. Visits for the month totaled 2,966 people. We held the first programs in the new Community Room, welcoming around 100 guests to four Small Stones Festival of the Arts programs.

In October, I staffed public service desks due to gaps in coverage in the Children's Room, Teen Room, Circulation Desk and Reference desk, and spent very little time in her office completing Director duties. I fielded questions about meeting space, and corresponded with Bibliotheca on the gates and self-check, with Integra on phones, with Scott Ricker regarding ADA issues, with Sunshine Sign to procure operating hours signage, with amateur photographer David Paist on construction photos, and with the Massachusetts Office on Disabilities regarding a grant application. I met with Olde Bostonian regarding refinishing some furniture that was excluded from their contract, and with a donor regarding placement and style of a clock for the Large Print and New Book room. I attended construction meetings, ran a staff meeting and presented at the Board of Library trustees meeting, and attended Town of Grafton trainings on ClearGov (our new budgeting software), and on Cybersecurity Awareness. I worked on nonfiction book orders for new materials and replacements, put seasonal items on display, posted signage, and renewed the Freegal database (www.freegal.com/grafton for FREE streaming and music downloads!).

I submitted a press release of Library updates to media outlets, completed an ad for the GHS fall play, worked on the Seed Library – solicitating donations from local native plant propagators, placed an order for lost and paid for nonfiction, updated the website, weeded in nonfiction, put together non-fiction book displays, worked on policy revisions and Procedures manual updates, and began tracking items for the FY23 budget. I signed off on another year of Freegal, a free-to-the-public music database for streaming music (up to 3 hours a day) and downloading MP3s to keep (up to 3 a week); check it out at <https://grafton.freegalmusic.com/home>.

Director's Report

October 2021

Eileen paid bills, contacted utility companies to shut off St. Andrews accounts, and shredded files more than 10 years old per MA retention laws. We have been working with Town Counsel to resolve the issue of *The Boston Globe* not updating our delivery address back to 35 Grafton Common and continuing to charge for papers we are not receiving.

Construction Update

- Phones still cannot accept incoming calls. Beth is working with Cindy Ide and Mike MacFarland to reconcile the two systems.
- Faxing is still unavailable – Beth is working with IT, Verizon and MarketSpark to connect and the analog Verizon lines.
- Limited public computers are available with a pen and paper sign up system – four for adults, six for children and three for teens. IT is working to set up software on thirty-two laptops for the public.
- Key cards have been activated for all permanent staff.
- The accessible door opener is now on and working during Library operating hours.
- The new Main Entrance doors have been programmed to our operating hours and now lock/unlock automatically. The Common Doors do not have an automatic lock system but remain closed for the duration of the landscaping project.
- The intrusion alarm has been activated and codes assigned to permanent staff.
- The camera system has been turned over – we have many parking lot cameras and not enough building cameras. Beth was not included in any discussion during set up of the system and will be addressing this at the next Construction Team Meeting
- Panic buttons remain uninstalled. Beth, Evan and William have been collaborating with the Chief of Police and Go2Blu and unsure of why the process is in limbo.
- The security gate at the Common entrance is complete, but we still need a computer to manage the gate and door count. Eventually, new ethernet drops and electrical outlets will need to be installed, as the furniture plan/schematic does not align with the electrical and data drawings.
- Doors for study rooms are shipping the week of December 17.
- Doors for the Maker Space and Community Room are still in the design process with further recommendations from the Director to simplify them to move the process forward.
- The architect has provided the specs and company for the the hanging art system and Beth is working with William Blake to procure.
- The architect has provided the specs and vendor for the office wall shelving and Beth is working with William Blake to procure.
- Beth and Sarah met with Ron from DRA and Cori from Tucker Interior to review Children's Room shelving needs. Cori is putting together a quote, which Beth will pass on to the capital Campaign,
- We are still waiting for ship dates for the remainder of the shelving or furniture, DLP wand from Bibliotheca, and miscellaneous FF&E. Beth placed an order for office supplies and has requested Capital Campaign cover the minifridges and hot water kettles requested.

Director's Report

October 2021

Children's Services

Since we opened up to the public in the month of October, we have seen so many of our old storytime friends and familiar faces back at the Library. It has been a shock to see how much everyone has grown in our time apart.

Patrons have been so kind and complementary about the new Children's Room space and patient as we get back into our old routine and learn innovative technology. Sarah reports she will never grow tired of seeing patron's reactions to the toadstools and log benches in the children's room - they are just delighted by them! Unfortunately, we have had to discourage leapfrogging and jumping on/off the mushroom stools.

Sarah set up the two AWE early literacy computers, which have a variety of STEAM themed games. Children are enjoying these unique workstations, in part funded by a donation from the loved ones of Peter J. Cornetta. Sarah worked on our Grafton Celebrates the Holidays Frosty Stop listing and scheduled NGES and SGES virtual school visits. The Children's Room hosted a Break in Bag program, compiled kits and hosted a Kitty in a Pumpkin painting program on a half day of school, lesson-planned for Preschool Storytime and Toddler Time programming, communicated with local schools regarding virtual school visits for preschool, planned and pulled items for next week's Trick or Treat at the library, collected animals and took posed photos for the teddy bear sleep over (check out the adorable photos on Facebook!), planned Summer Reading for 2022 (training webinar and t-shirt orders happen in the fall) covered the Teen/Tween desk, and communicated with Quite Fetching for a program partnership/outreach opportunity. The outdoor Mr. Kim program was a success!

Jen has been lesson planning for Library Babies, hosted a Music and Movement program with Miss Kayla from Apple Tree Arts, stuffed break in bags, created tags for the Teddy Bear Sleepover, updated and added programs to EventKeeper, and scheduled social media posts. Kristin planned and prepared for her upcoming book discussions. We offered our first in person Mr. Kim program as well as two additional in person music and movement classes from Apple Tree Arts. We are looking forward to adding more programs to our calendar.

Staffing in the Children's Room has been short this month and we have really felt the strain. We were down one position and had a staff member out, so we are looking forward to operating with additional staff next month. Due to the high number of returns, much of the staff's time has been devoted to reshelving the materials that are being returned by the public. We have put in an FY23 budget request for a Library page to help with the volume.

Teen Services

Allison finished shelving YA and storing program materials. She continued to work on Winter Reading Program and finished designing art for buttons, completed Raffle Baskets for Octoberfest, staffed the Teen Desk, and helped train our new staff members.

Director's Report

October 2021

We had nine active readers on BeanStack in October. They completed 42 activities, earned 83 badges, and read 70 books in 8,451 minutes!

We welcomed Brianna Hansen from Bibliotemps, who is covering the Teen Service Desk on Monday and Tuesday evenings and every other Sat, as well as Erin McGrady, who is covering every other Friday. We have been allowing all ages to come through for tours, with a plan to crack down and enforce the new Unaccompanied Adult policy in January 2022. It took the teens about two weeks to realize we were opening, and have faced afterschool behavior issues of noncompliance with the Town masking mandate, food and drink, wrestling and roughhousing, clean feminine hygiene products flushed down new toilets to clog them, and empty nips in the restrooms.

Outreach

Crescent Manor BookWagon had fourteen participants. There were twenty-eight items checked out, three requests, and one new registration. We delivered sixteen items to Home Delivery patrons.

Beth Gallaway opened the Library for restroom access and Halloween goodies on Sunday October 31 from 4-8 pm, after distributing donated bags of candy on South Street in the afternoon – we had enough to give every participating household two small or one large bag of treats, thank you to everyone who donated! The Library participated in the Teal Pumpkin Project again and only gave out non-allergen treats to 80 people. Thanks to Karen Ceppetelli for staffing this event.

Borrower Services

We registered 162 new borrowers in October, and corrected nine accounts for Grafton patrons after running the "Patrons with wrong home library" report, which we are now running monthly.

6,374 physical items and 2,938 digital items circulated in October – we were closed to the public for a third of the month. There were twenty-eight museum pass reservations; twenty-six were picked up and there were two "No Shows"

Five volunteers put in 10 hours of service; thank you to Beth Patch for taking care of indoor plants. Our gnat infestation is nearly gone!

Borrower Services staff covered their two service points, helped patrons find material, checked material in and out, answered questions, etc. They continue troubleshooting the AMH, which has some quirks. We are now working with Bibliotheca tech support on three different problems we have with the AMH and the self-check machines. It's been difficult to find the time for the phone calls we need for the support; we can't manage these issues via email.

Director's Report

October 2021

Borrower Services is also working closing with IT on patron and staff computing and printing issues. Some problems have gotten fixed, but the fixes don't seem to stick. IT tried to connect the public computers to the Xerox machine, but the technician was unable to. Staff Allie worked on the November newsletter, Readers Advisory material and continues to be our in-house tech support; Sandhya continued updating the museum pass program as needed, and took responsibility for updating Library flyers and handouts and oversaw requests for materials from outside of the local library network. Jane and Ranjita managed the *New York Times* Bestseller list and made purchase recommendations for audiobooks and adult fiction & nonfiction. Ranjita completed the monthly AED checks, and Susan supervised staff projects, organized Home Delivery, purchased supplies, trained volunteers, trained new staff members on Evergreen (our circulation software), and prepared the monthly Crescent Manor BookWagon.

As staff have been covering service desks pretty much full time, very little time is available for off-desk work. On the other hand, we have enjoyed seeing the patrons back, and the response is overwhelmingly positive!

Reference Services

Heidi answered various reference questions regarding collections, meeting rooms, and donations. She created new library accounts and updated existing ones. She managed details to do with the Senior Book Club and facilitated library book groups. She managed requests for things to be posted to our bulletin boards, planned upcoming programs, worked on the Reference monthly report and helped train the temporary Reference Assistant. Heidi worked with youth services staff on a local cultural council grant application and took the lead on phone installation.

Technical Services

501 items were added in October. Donna completed original cataloging on new Library of Things items, re-packaged several Library of Things board games and kits that had broken boxes, requested records for new items that were not in the CWMARS system, covered gaps in the lobby and YA.

Staff Update

Stacie Herbert accepted our offer to fill the Children's Room vacancy and states Monday Nov 1, 2021. Kate Kaslauskas accepted our offer to temporarily staff the Reference Desk and starts Wednesday November 3.

Staff attended training on Mystery Reader's Advisory on Thursday October 3, 2021.

Yes Log

10/30 - Yes, we have paper masks so all your family members can come in.

10/30 Yes, If you do not have your library card I can look you up with your license.

10/30 Yes, you can book study rooms starting Nov 1st, that's when the booking goes live-- please check back on Monday. -SS

Director's Report

October 2021

10/30 Yes, you can check out your books along with your kid's books downstairs. -SS

10/30 Yes, the computers are working. -SL

10/30 Yes, you can see the "old part." -SL

10/30 Yes, I can check that in for you if it doesn't fit in the return slot -SL

10/30 Yes, you can return video games and DVDs in the returns slot; the board games you should take to a circ desk.

10/30 Yes, you can take your books and check them out upstairs or in the lobby if you prefer. -JB

10/30 Yes you can get video games for kids in the CR. You can also get a library card there at the circulation desk.

10/30 Yes, you can get a library card upstairs at one of the circ desks

10/30 Yes, we know some of the returns do not show up on the returns screen – they will be taken care of in the sorting room by a staff member and the items should be off your account by the end of the day.

10/30 Yes, we are open for browsing and checking out books and a staff member at the circulation desk can register you for a library card

10/28 Yes, I can check out your holds to you if you forgot your library card -SS

10/27 Yes, we have a GoPro Hero -AP

10/27 Yes, you can use your Millbury library card here.

10/27 Yes, we can still order books from other networks for you. -SS

10/26 Yes, you can return your Westboro material here. -JB

10/24 Yes, you can get a library card though you go to school in RI and your license reflects that you are a Canadian citizen - Beth gave permission to register this patron - SS

10/25 Yes, you can get a new library card.

10/23 Yes, you can use your new library card on Libby for audio books -JB

10/23 Yes, we still have the books for sale, and they are planning a big book sale in 2 weeks -JB

10/23 Yes, you have to wear your mask even if you are in a room by yourself -JB

10/22 Yes, computers and printers are available. -SL

10/22 Yes, you need to wear a mask covering your nose and mouth all the time - or you can't be here. -BG

10/22 Yes, there is a place you can work and charge your laptop -SL

10/22 Yes, we have masks you can use. -SS

10/22 The books for sale are awesome. Especially for teachers. This is a steal -SS

10/22 Yes, there is a quiet place where you can sit and study/read? - SS

10/21 Yes, you have to put on a mask - even to come in for a moment to look for someone. (AP) -BG

10/21 Yes, I can print you out a list of local preschools -JM

10/20 Yes, our card application is online -SS

10/19 Yes, we have a quiet place you can go for a Zoom meeting? -SL (yes, no rooms yet, but directed her to quiet areas)

10/19 Yes, your books that didn't show up on the return screen will be checked in. SL

10/18 Yes, storytime starts up again in November! You do have to register for it, and there will be a reduced number of participants allowed but it is coming back. -JM (Again 10/19)

Director's Report

October 2021

10/18 Can I bring my baby to the children's room? Even if she's crying and loud? Yes, we all know that babies will cry sometimes! JM

10/18 Yes, your books that didn't show up on the return screen will be checked in. -SL

10/18 Yes, the Library is open, except public computers and meeting rooms. -SL (Many times)

10/18- Yes, there are places to plug in your laptop all throughout the library.

10/18 Yes, we have a handout with the Library hours? -SS

10/18 Yes, your quilting group can apply to reserve a room when they open in November -SL

10/18 Yes, I get you more information about reserving a space for your Cub Scout troop to meet. -KP

10/16 Yes, your books that didn't show up on the return screen will be checked in. -SL

10/16 Yes, storytimes will begin again in November

10/14 Yes, you can browse! over and over -JB

10/13 Yes, storytimes will begin again in November

10/13 Yes, your books that didn't show up on the return screen will be checked in. (People are confused because "exception" titles don't show up on the screen). SL

NO Log

10/30 No, the Wi-Fi is not currently working, we're working on it. -SL

10/30 No, I'm sorry, you cannot come in, because don't open until 10am -JB (x2)

10/30 No, I'm sorry, you cannot come in, because don't open until 10am -SB

10/29 No, we don't have faxing services yet. -AP (Beth continues to follow up on this issue)

10/27 No, a babysitter's email cannot be added to kids accounts when registering them for a library card, the email has to be that of a parent (and a parent's card needs to be connected to the children's accounts) - SS

10/27 No, you cannot get a library card without a parent if you are 11 years old

10/27 No, we do not have building maps so you can show my grandkids around?-RH (printed and made available at all service desks and posted large copy at the elevator on each floor -BG)

10/24 No, you can't get a library card without a license or other state ID -SS

10/24 No, the study rooms are not open yet. -SS (Opened Nov 1! -BG)

10/23 No, we don't have an accessible OPAC in the Children's Room yet - in the meantime, you can use a public access computer to look up items. -JM (thanks Jen for setting up!)

10/22 No, phones are not ready to receive phone calls yet, but feel free to leave us a message and we will get back to you via email. -SS

10/20 No we don't own [The Little Book of Pride: The History, the People, the Parades](#)-by Lewis Laney. It's not in CW Mars either. Order? -JM (Ordered! -BG)

10/19 No, you may not take the most recent edition of a magazine out?" (You may be able to read it on Overdrive or through a database! - BG)

10/18 No, we do not own The Last Flight by Julie Clark -HF

10/18 No, you can't hold your Cub Scouts meetings here on Sundays with no fee. KP (they can, once we have a gate and elevator lock! -BG)

10/18- No, you can't check out Ms. Sarah's puppets. They are for storytime only. -JM

10/18-No, we don't have any toys available right now. We're hoping to reintroduce them to the room soon. -JM (also on 10/19 and 10/20)

Director's Report

October 2021

10/16 No, your 11-year-old cannot volunteer with you -SL

10/16 No, we don't have any VOX books at this time -SB

10/15 No, we are not offering adult puzzles at this time. No, only children's puzzles -JB (We can buy some - there is a Grafton group on FB to swap! -BG (I mentioned that but they weren't on Facebook -JB I purchased some 11/10. -BG)

10/15 No, meeting rooms are not available yet. Not even the empty one? NO. -BG

10/15 Is the Wi-Fi Working? No, but you can borrow a hotspot! (this was great solution! -BG)

10/4-10/5 No, the Library is not yet fully open? No, you cannot go upstairs and take a look around yet. (Multiple patrons)

10/3 No, you cannot use a cart to bring all of your returned items into the Library.

10/3 No, you cannot just leave items, they need to be checked in one at a time.

Patron Comments

10/30 - "just glancing at this psychedelic room. Wow..." said in regards to the Children's Room and with an unimpressed tone -SB

10/30 Where can I return my books? x2 -SB

10/30 Where are the movies/DVDs? Video games? -JB (Signage and maps are coming! -BG)

10/30 (Muttering noises about forgetting the mask and going back to the car in the rain to get it) I couldn't catch her fast enough to give her one! She was not upset about the mask, but not happy with herself! JB

10/30 Not all of the books I checked in show up on the screen. -SL

10/30 Can I see what happens to my book in the book return? I can't see inside! (Showed him the video on the website, which made him happy) -JB

10/30 How does the self-check out do that? How many books can it all scan at the same time? This is awesome. SS

10/30 This is beautiful! This is very nice. Wow, look at this. (First time visitors) -JB

10/30 -I work at the Princeton Library, so I am here to check out

10/30 The Children's room DVDs seem disorganized. I guess we just have to look thru all of them -JB

10/30 I am looking for the books on sale. -SS

10/30 Stuffed Animal Sleepover patron so thrilled to pick up his stuffie (Clifford) and to get a photo of the antics. -JB

10/30 "Thank you for showing me the self-check and the book return" -JB

10/30 "Just here to gush over the children's space. My kids love it." (patron showing her dad(?) around the new library spaces) -JB

10/29 What is the maker space? What exactly is going in there? CNC machines? Will we have to register to use it? My son is interested in CAD and is so excited at the thought of the maker space. (I wasn't sure of the specifics. Told them great things were in process and the details are still being worked out. Does anyone more familiar with the plans want to talk to the family about it?) -JM

10/29 I'm so proud of you guys for getting this done -former TA walking through the Children's Room. -JM

Director's Report

October 2021

10/29 I am worried about the patrons that are older and cannot bend low enough to view the new books (in LP room). -AP

10/29 I'm so afraid that the library will lose touch with its patrons because of all the automation. Will you lose staff members?" – AP (No – the point of the automation is to free up staff from repetitive clerical tasks -BG)

10/29 Why does the gate alarm keep going off?

10/29 "It's gorgeous!" HF

10/29 We use to live here now moved to Shrewsbury, it's beautiful, love it- RH

10/29 We are from out of town ,visiting our grandkids and just touring the area and happen to stop by to see library and we just love this place, you guys did an awesome job -RH

10/29 Wow everything is automated ! So you guys may lose your job?(Patron sarcastically smiling) -RH

10/29 "Wow it actually looks bigger inside than it looks outside." -HF

10/29 I love the Historic Reading Room! So beautiful! -AP

10/29 I love Libby! I have my favorite narrators! -AP

10/28 "I returned 4 items in the automated book return but only 2 showed up on the screen." (They were in the exception bin. One of them had multiple disks and wanted it to be checked for those? I checked them in manually to ease the patron's mind.) -JB

10/28 It seems like you have technical difficulties after all that money spent... -SL

10/28 The automated book return is fun! -JB

10/28 Thank you so much for the Break-in Bags. I love solving puzzles and riddles. (Parent-it's nice to have something that motivates them to think!) -JM

10/28 How does the self-check out do that? How does it check multiple books out at the same time? The RFID is pretty cool. -SS

10/28 Why do you have a washer and dryer? To wash all the soft toys after they get slobbered on. Now we don't have to lug them all home! -JM

10/28 Look, I'm doing your job for you, HA HA!(Checking out)

10/28 This library is the best Christmas gift to us this year. -SS

10/28 The library is beautiful; it doesn't feel like I am in Grafton. I loved it. -SS

10/28 I am very impressed with the new library. I can't wait to see the rest of it and bring my grandkids to the CR -SS

10/28 I have to use the book returns? I can't just dump these books somewhere? No you cannot, but let me show you how easy it is to use the book return. After using the book return patron was "oh, this is not so bad. That was easy." -SS

10/28 "Can we have coffee throughout the building? I can see being in here (historic reading room) with a coffee, and snow lightly falling outside, surrounded by books." -HF

10/28 "It's amazing!" (the building). -HF

10/28 "It's wonderful. You must love coming to work every day!" -HF

10-27 Patron was hesitant to use the book return. When she tried it she said "That was fun! I'm going to take out more books just so I can do that again!"

10/27 "Are those cake pans? Wow! You just bring them back? And musical instruments?!" -HF

10/27 Patron entered the library before 10am. -JM

Director's Report

October 2021

10-27 Former Select Board member said the top part of the metal banister on the stairs is shaky and should be put on the punch list. -EL

10/27 "Wow this is beautiful! I love the bricks [blue] and the furniture and the carpets and the color!" -HF

10-27 Parent (father) came in with his three kids and complained because his kids were not allowed in the library without an adult. He said they were in the library a couple of days ago and were given the handout on the unattended child policy. He claimed they had been coming in unattended for a couple of years without any problems. The oldest was 12 or 13 years old. -EL (Kids were fairly well behaved, revisit Unattended Child Policy? -BG)

10/27 I did not know the library was open. I am not on any social media (press releases were also sent to the local papers and it was discussed on multiple public access meetings, and in the Library newsletter and website... -BG)

10/27 How do you like the new library? There is so much light and space.

10/27 We love the new library. It's beautiful.

10/27 "Thank you. You have already been very helpful. You found me just what I was looking for." -HF

10/27 "It came out great! I love the sky light. It's neat that the old part is still here. You did a great job." -HF

10/27 "Do you have a donation area? I have all these books and with no Annie's Book Stop, I have nowhere to bring them." -HF (Bin in the Friend's Corner, Book Drop being cemented into place soon... -BG)

10/27 "The returns machine is something else isn't it? I wasn't sure how it would work. It was so quiet!"

10/26 My girls loved these! (breakout bags) -JM

10/26 When is the ribbon cutting/ grand celebration? -RH (December 17! -BG)

10/26 That was really something with the COVID shut down and all you did during that time so we could get books. Thank you. -JB

10/26 Upstairs is so amazing. -JB

10/21 This place is beautiful and spacious. I will spend more time here now. -RH

10/26 "Oh this is so cool"--comment by a group of teen/tweens on their first visit -JB

10/26 When will the children's room open? (Tomorrow--it's closed now because of staff shortage.) -JB

10/26 My girls are so excited about the stuffed animal sleepover! -JB

10/26 Do you still have newspapers? Where are they? -JB

10/26 What happens to my books in the book return? -JB

10/26 Why the mask mandate? To control the spread or because of the case numbers? -AP (both, by Town mandate -BG)

10/26 It's wonderful! Beautiful! This library is great! (many patrons) -AP

10/25 It's just beautiful -RH

10/25 Can my daughter Volunteer here? -RH (yes, if she is over 14! -BG)

10/25 "Is this always what it will be like? Get your own holds and check out the books yourself? I paid all these taxes to do everything myself?" -AP

Director's Report

October 2021

10/25 "It's smaller on the inside than I expected. It looks so big from the outside. *smile* I like the short shelves." -HF

10/25 "I haven't been here yet. The library looks so good! It's beautiful!" -HF

10/23 Interested in Volunteering -AP

10/23 Are you Hiring? -AP (Direct to ToG website. -BG)

10/23 "The carpet is great." -HF

10/23 "What a great program!" (Lecture: Dr. Daniel Mahoney on Orwell on Truth, Tyranny and Human Nature) -HF

10/23 "The speaker was awesome!" (Lecture: Dr. Daniel Mahoney on Orwell on Truth, Tyranny and Human Nature). -HF

10/23 I love how they've reused the old marble in the floor of the lobby -JB

10/23 "I've been here every day this week"--tween age girl-- JB

10/23 Group from the Westboro library on a field trip since they will be doing a building project soon "We heard you did great things here, so we needed to come see." JB

10/23 This is my first time. I am so excited to be here.--many people -JB

10/23 "Sitting in the large print/new book room, it is disconcerting to have the lights go out while I am reading. I can't wave my arms to turn it back on unless I get up." -JB

10/23 Patron who is a music teacher wants to be able to have recitals here when we get a piano. "This is a very good space for it (peeking into community room A/B)". He will be in later next week to check. -JB

10/23 Suggestion from a dad- "Can the videos be moved back? Having them right when you walk in is very tempting, especially when we're trying to get our kids interested in books." -JM

10/23 Little girl pooped (for the first time!) in the family room. Her mom said she must have been waiting for a kid-sized potty to use. We celebrated this accomplishment with fanfare and many, many stickers. -JM

10/23 Mom! Wait 'til you see the playroom! (Pulling mom toward the CR where she'd been with dad) -JB

10/23 I'm going to tell all the kids in school to come here! -JM

10/23 How do we return books? (many times--people see the self-check and think it is for returns) -JB

10/23 "I am very excited to get back to the library!" -HF

10/23 Where does the old part of the library start? -JB

10/23 Wow. This room is really big. I don't think the flooring is too busy. (Adult level floor) -JB

10/23 "The room hasn't changed much. It's where all the old-fashioned stuff is. The rest of the building is modern." (a child talking about the Historic Reading Room). -HF

10/23 Those mushroom chairs are adorable!

10/22 I'm sorry, but the library doesn't open until 10am -SB (x2)

10/22 I love how my kids can walk to the library after school -SB

10/22 Where are your new books? -SL

10/22 What is the front room used for? -SL

10/22 "Oh my!" -SL

10/22 It's nice but not cozy as old library building -RH

10/22 The child sized toilet is so appreciated! -SB

Director's Report

October 2021

10/22 The older building was so much easier to go around, this building is huge -SS
10/22 Where is the book return? X2 -SB (Under the Return Items Here sign... -BG)
10/21 I'm sorry, but the library doesn't open until 10am -SB
10/21 When can we drop off book donations? I have six boxes -SL
10/21 "Are you going to have the puzzle swap again. I really enjoyed that." -HF
10/21 Everything I try to check out doesn't work! -SL
10/21 If we did self-check out then why does it beep, what's the point? -RH
10-21 We are so glad you are open! -JB
10-21 Wow. This is great. (going into children's room) -JB
10-21 The carpets are perfect for people with issues walking -SL
10-21 I wish there were more shelves of books in the Friends corner. There are plenty of places to sit, could the corner table be replaced with shelves? -SL
10-21 I'm so glad my parents voted for the library. -EL
10/20 Where is the book return? (x3) -JM
10/20 Where is the old part? -SL
10/20 "I love seeing teens in the library!" -SL
10/20/ You didn't post sign outside, that you give mask if we forgot- RH
10/20 When will we start storytime? -RH
10/20 "I will certainly come back here and read a book in there. What a wonderful room." (Historic Reading Room). -HF
10/19 A patron approached me to ask if someone is filming in the building. It's DP. She wanted to know who he is and if we know him. Her daughter thinks she is in some of his shots and she DOES NOT want to be. Mom says she's had online photo issues and is upset. Mom talked to him and he said he hadn't taken any pictures with people that would be closeups. She seemed ok with that. He left shortly afterward. -SL
10/19 "I like the blue." (bricks going into the Historic Reading Room) -HF
10/19 "So many ukuleles. I love ukuleles." -HF
10/19 "I'm happy because now I have my books again." -HF
10/19 "I'm so glad I voted for it." (the new building). -HF
10/19 "It's so beautiful." -HF
10/19 "I love the new space. So spacious. The parking lot is great too! It's enormous." -HF
10/19 "The building is really excellent. So much space." HF
10/18 "Are you going to put up the wonderful Halloween display like you've done in past years (once the work in the front is done?)" -HF
10/18 "This is really beautiful." -HF
10/18 "How nice, a modern library. It's stunning. I love how you kept the old part. Pretty good for little Grafton." -HF
10/18 "...long but delightful message." (someone liked the phone message). -HF
10/18-I think the group most excited for the new space has been tween/teens (12-15) Every group that has come in has done nothing but gush about the space. They love everything. All the Manga! The seating! The game room! Even the self-check! Kids this age have been desperate for a space of their own for so long-there was nothing in town for them. They've

Director's Report

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been coming in small groups since we opened. I think we've made several die-hard fans this week. -JM

10/18 What is the process to rent a room? (check the website for the Meeting Room policy – bookings begin 11/1 -BG)

10/18 Can my quilting group use a room? -BG, -SL

10/18 Where are your new books? -SS

10/18 can I check out a hotspot? -SS

10/18 Where is your catalog computer? -SL (using public computers for now, OPAC placed in stacks in early November. Kids immediately played the piano app on it -BG)

10/13 How do I return a book? (probably 10 times a day!) -SL

10/18 I love the furniture! -SL

10/18 I *like* the (children's) carpet colors. -JM

10/18- "I can't believe this is real. It's like a dream. We waited for so long."-Longtime library supporter's first time in the new building. -JM

10/18 I heard there would be a photo exhibit of the Small Stones Festival here-sl (?)

10/18 This place is beautiful! (numerous times, all last week too)

10/18 You must be so excited!(numerous times, all last week too)

10/17 Disappointed patron—it is beautiful but it doesn't have that library feel from when I came as a child. I had hoped the old reading room would keep that feel. (However, she did get something she wanted and got her library card renewed, so she wasn't completely disappointed!) -JB

10/16 Many comments on Ms. Sarah's puppet collection. We let them know the library has a collection of puppets and stuffed animals that we hope to bring out in the future. -SB,

10/16 Could you make a section for "cozy books"?-SL (No – but we can make a book list of cozy or clean reads! -BG)

10/16 Where are the new books? (several times) -SS (Patron recommendation: keep them with their collections -BG)

10/16 Do you have rooms for studying? -SS (Soon! -BG)

10/12-10/15 - Many comments on Sarah's personal puppet collection. -BG

10/15 People are loving returning their own things and learning what happens when their items disappear into the return. -JB

10/15 We need a map of where things are! This is great! JB (it's coming... I can print some -BG)

10/15 "They did a beautiful job. It's amazing how much space there is!" -HF

10/15 "This is one of the nicest libraries in the area." -HF

10/15 This is awesome!

10/15 The Mushrooms! - every kid who walked into the Children's Room -BG

10/15 You need a globe of the moon for the Children's Room -BG

10/15 "The used book section at the library is the closest thing to a bookstore in the immediate area. And the new lib is chock full of sitting areas. I'd suggest removing the seating in the Friends area and add two more bookshelves. The old used book Friends area had that classic library used book feel. More book sales isn't the same as routine weekly visits." -HF Nice idea! It's not the role of the public library to provide a bookstore for the Town of Grafton. -BG

Director's Report

October 2021

10/15 Why do we charge for the electronic car charging? This is the only place I've seen that charges for electricity in the 7-8 years that I've had an electric car. All over the country. Places seem to feel it is an important civic thing to provide. (two people mentioned this today) -JB - it's provided for free by businesses that make money - we have to pay our electric bill from a municipal budget. We can revisit after we have more understanding about the costs incurred. -BG

10/14 In the adult section, it would be helpful to have signs on both ends of the shelves to show what type of material is in that section. In the fiction and non-fiction sections. -JB (signage is coming)

10/13 Sally Bridges asked if we could get a wheelchair to assist patrons with mobility issues. The elevator is appreciated, she said, but there is still quite a bit of walking. Is this possible? Could we get a grant or maybe have someone donate one? -JM (I can ask the Senior Center -BG)


10/8 Patron at Mr. Kim program grumbled about having to wear a mask for the program. She said it was silly since they were outside and spaced apart. She also claimed Sutton Library doesn't require masks for their indoor toddler music programs. Patron was told of municipal policy and did comply, however looking at pictures, she took her mask off sometime during the program. -JM (If it continues at indoor programs, she cannot attend. -BG)

10/07 "Thank you very much Heidi! I always feel like I can count on you for our Library requests and needs!" -HF

10/6 Why can't I print something here? A cranky patron wanted to know. I (CZ) took the pages she wanted copied and did it for her (She paid for the copies). She appreciated the assistance.

10/6 Thank you! We are excited for Friday(Mr. Kim) but unfortunately the 1 pm time falls during nap so we can't make that one right now.-Patron on Facebook regarding the ATA Monday program. -JM

Respectfully submitted,



Beth Gallaway

Town of Grafton
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From 10/01/2021 to 10/31/2021

1.610.1.5112 DEPARTMENT HEAD					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	86,619.00	0.00	20,575.94	0.00	66,043.06	23.75%
2022	10/14/2021	PYWAR		Warrant P #16 - Invoice Payment	0.00	0.00	3,318.70	0.00	62,724.36	27.58%
2022	10/28/2021	PYWAR		Warrant P #18 - Invoice Payment	0.00	0.00	3,318.70	0.00	59,405.66	31.41%
1.610.1.5112 Ending Bal					86,619.00	0.00	27,213.34	0.00	59,405.66	31.41%
Period Total					0.00	0.00	6,637.40	0.00		

1.610.1.5114 WAGES, PERMANENT PERSONNEL					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	373,845.00	0.00	86,678.05	0.00	287,166.95	23.18%
2022	10/14/2021	PYWAR		Warrant P #16 - Invoice Payment	0.00	0.00	14,323.40	0.00	272,843.55	27.01%
2022	10/28/2021	PYWAR		Warrant P #18 - Invoice Payment	0.00	0.00	14,323.40	0.00	258,520.15	30.84%
1.610.1.5114 Ending Bal					373,845.00	0.00	115,324.85	0.00	258,520.15	30.84%
Period Total					0.00	0.00	28,646.80	0.00		

1.610.1.5115 WAGES, PART-TIME PERSONNEL					Account Type:		S			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	252,844.00	0.00	42,595.78	0.00	210,248.22	16.84%
2022	10/14/2021	PYWAR		Warrant P #16 - Invoice Payment	0.00	0.00	6,763.32	0.00	203,484.90	19.52%
2022	10/28/2021	PYWAR		Warrant P #18 - Invoice Payment	0.00	0.00	7,060.51	0.00	196,424.39	22.31%
1.610.1.5115 Ending Bal					252,844.00	0.00	56,419.61	0.00	196,424.39	22.31%
Period Total					0.00	0.00	13,823.83	0.00		

0001 PERSONNEL SERVICES Ending Bal					713,308.00	0.00	198,957.80	0.00	514,350.20	27.89%
					0.00	0.00	49,108.03	0.00		

1.610.2.5210 ENERGY					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		KEARSARGE BARRE II LLC	33,500.00	0.00	2,427.41	0.00	31,072.59	7.24%
2022	10/07/2021	APWAR		MASSACHUSETTS	0.00	0.00	111.09	0.00	30,961.50	7.57%
2022	10/07/2021	APWAR		MASSACHUSETTS	0.00	0.00	58.79	0.00	30,902.71	7.75%
2022	10/14/2021	APWAR		NSTAR GAS COMPANY	0.00	0.00	79.92	0.00	30,822.79	7.99%
2022	10/14/2021	APWAR		NSTAR GAS COMPANY	0.00	0.00	44.39	0.00	30,778.40	8.12%
1.610.2.5210 Ending Bal					33,500.00	0.00	2,721.60	0.00	30,778.40	8.12%
Period Total					0.00	0.00	294.19	0.00		

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1.610.2.5230 NON-ENERGY UTILITIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		TOWN OF GRAFTON	1,600.00	0.00	61.95	0.00	1,538.05	3.87%
2022	10/14/2021	APWAR		GRAFTON WATER DISTRICT	0.00	0.00	79.81	0.00	1,458.24	8.86%
1.610.2.5230 Ending Bal					1,600.00	0.00	141.76	0.00	1,458.24	8.86%
Period Total					0.00	0.00	79.81	0.00		

1.610.2.5240 REPAIR AND MAINTENANCE					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		RANSFORD PEST CONTROL	11,000.00	0.00	2,094.87	0.00	8,905.13	19.04%
2022	10/07/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	106.91	0.00	8,798.22	20.01%
2022	10/07/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	21.07	0.00	8,777.15	20.20%
2022	10/14/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	10.99	0.00	8,766.16	20.30%
2022	10/14/2021	APWAR		KOOPMAN LUMBER CO INC	0.00	0.00	53.98	0.00	8,712.18	20.79%
2022	10/14/2021	APWAR		W. B. MASON CO	0.00	0.00	37.56	0.00	8,674.62	21.13%
2022	10/28/2021	APWAR		W. B. MASON CO	0.00	0.00	4.99	0.00	8,669.63	21.18%
2022	10/28/2021	APWAR		RANSFORD PEST CONTROL	0.00	0.00	95.00	0.00	8,574.63	22.04%
2022	10/28/2021	APWAR		DOUGLAS CRAIG	0.00	0.00	201.52	0.00	8,373.11	23.88%
1.610.2.5240 Ending Bal					11,000.00	0.00	2,626.89	0.00	8,373.11	23.88%
Period Total					0.00	0.00	532.02	0.00		

1.610.2.5248 CONTRACTED SERVICES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		C/W MARS INC	22,500.00	0.00	20,964.00	0.00	1,536.00	93.17%
2022	10/28/2021	APWAR		C/W MARS INC	0.00	0.00	249.00	0.00	1,287.00	94.28%
1.610.2.5248 Ending Bal					22,500.00	0.00	21,213.00	0.00	1,287.00	94.28%
Period Total					0.00	0.00	249.00	0.00		

1.610.2.5270 RENTAL AND LEASES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	250.00	0.00	0.00	0.00	250.00	0.00%
2022	10/07/2021	APWAR		XEROX CORPORATION	0.00	0.00	745.27	0.00	-495.27	298.10%
1.610.2.5270 Ending Bal					250.00	0.00	745.27	0.00	-495.27	298.10%
Period Total					0.00	0.00	745.27	0.00		

Town of Grafton
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1.610.2.5340 COMMUNICATIONS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		VERIZON	3,750.00	0.00	615.75	0.00	3,134.25	16.42%
2022	10/14/2021	APWAR		NEW HORIZON	0.00	0.00	71.67	0.00	3,062.58	18.33%
2022	10/21/2021	APWAR		VERIZON	0.00	0.00	60.53	0.00	3,002.05	19.94%
2022	10/28/2021	APWAR		VERIZON	0.00	0.00	25.49	0.00	2,976.56	20.62%
2022	10/28/2021	APWAR		VERIZON	0.00	0.00	0.88	0.00	2,975.68	20.64%
1.610.2.5340 Ending Bal					3,750.00	0.00	774.32	0.00	2,975.68	20.64%
Period Total					0.00	0.00	158.57	0.00		

1.610.2.5420 OFFICE SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		STAPLES CONTRACT &	5,000.00	0.00	450.29	0.00	4,549.71	9.00%
2022	10/07/2021	APWAR		W. B. MASON CO	0.00	0.00	19.13	0.00	4,530.58	9.38%
2022	10/28/2021	APWAR		W. B. MASON CO	0.00	0.00	33.32	0.00	4,497.26	10.05%
2022	10/28/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	74.97	0.00	4,422.29	11.55%
2022	10/28/2021	APWAR		DEMCO, INC.	0.00	0.00	163.72	0.00	4,258.57	14.82%
2022	10/28/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	42.15	0.00	4,216.42	15.67%
2022	10/28/2021	APWAR		W. B. MASON CO	0.00	0.00	6.00	0.00	4,210.42	15.79%
2022	10/28/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	32.99	0.00	4,177.43	16.45%
2022	10/28/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	104.70	0.00	4,072.73	18.54%
2022	10/28/2021	APWAR		STAPLES CONTRACT &	0.00	0.00	34.99	0.00	4,037.74	19.24%
1.610.2.5420 Ending Bal					5,000.00	0.00	962.26	0.00	4,037.74	19.24%
Period Total					0.00	0.00	511.97	0.00		

1.610.2.5515 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL	10112	INGRAM LIBRARY SERVICE	112,000.00	0.00	27,111.12	20,468.66	64,420.22	42.48%
2022	10/07/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	996.46	0.00	63,423.76	43.37%
2022	10/07/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-90.92	63,514.68	43.29%
2022	10/07/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	273.44	0.00	63,241.24	43.53%
2022	10/07/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	90.92	0.00	63,150.32	43.61%
2022	10/07/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	97.82	0.00	63,052.50	43.70%
2022	10/07/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	216.94	0.00	62,835.56	43.89%
2022	10/07/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-216.94	63,052.50	43.70%
2022	10/07/2021	APWAR		BLACKSTONE AUDIO, INC.	0.00	0.00	392.49	0.00	62,660.01	44.05%
2022	10/07/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	54.25	0.00	62,605.76	44.10%
2022	10/07/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	10.24	0.00	62,595.52	44.11%

Town of Grafton
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1.610.2.5515		EDUCATIONAL SUPPLIES			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/07/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-54.25	62,649.77	44.06%
2022	10/07/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-272.37	62,922.14	43.81%
2022	10/07/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-10.24	62,932.38	43.81%
2022	10/07/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	272.37	0.00	62,660.01	44.05%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	237.81	0.00	62,422.20	44.26%
2022	10/14/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	2.99	0.00	62,419.21	44.26%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	583.00	0.00	61,836.21	44.78%
2022	10/14/2021	APWAR		OVERDRIVE, INC.	0.00	0.00	960.87	0.00	60,875.34	45.64%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-911.75	61,787.09	44.83%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-135.67	61,922.76	44.71%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-147.17	62,069.93	44.58%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	147.17	0.00	61,922.76	44.71%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-583.00	62,505.76	44.19%
2022	10/14/2021	APWAR		BLACKSTONE AUDIO, INC.	0.00	0.00	400.00	0.00	62,105.76	44.54%
2022	10/14/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	34.99	0.00	62,070.77	44.57%
2022	10/14/2021	APWAR		AMERICAN ASSOCIATION	0.00	0.00	506.00	0.00	61,564.77	45.03%
2022	10/14/2021	POPAR	10115	MIDWEST TAPE, LLC	0.00	0.00	0.00	-986.56	62,551.33	44.15%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-237.81	62,789.14	43.93%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	135.67	0.00	62,653.47	44.05%
2022	10/14/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-16.44	62,669.91	44.04%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	911.75	0.00	61,758.16	44.85%
2022	10/14/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	24.99	0.00	61,733.17	44.88%
2022	10/14/2021	APWAR	10115	MIDWEST TAPE, LLC	0.00	0.00	986.56	0.00	60,746.61	45.76%
2022	10/14/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	16.44	0.00	60,730.17	45.77%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	89.66	0.00	60,640.51	45.85%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-89.66	60,730.17	45.77%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	-15.95	0.00	60,746.12	45.76%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-258.16	61,004.28	45.53%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	101.71	0.00	60,902.57	45.62%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-14.90	60,917.47	45.60%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-235.82	61,153.29	45.39%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	67.81	0.00	61,085.48	45.45%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-19.04	61,104.52	45.44%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	258.16	0.00	60,846.36	45.67%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	14.90	0.00	60,831.46	45.68%
2022	10/28/2021	APWAR		BLACKSTONE AUDIO, INC.	0.00	0.00	80.00	0.00	60,751.46	45.75%

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1.610.2.5515 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	71.95	0.00	60,679.51	45.82%
2022	10/28/2021	APWAR		BLACKSTONE AUDIO, INC.	0.00	0.00	40.00	0.00	60,639.51	45.85%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	15.95	60,623.56	45.87%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-122.20	60,745.76	45.76%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	235.82	0.00	60,509.94	45.97%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-67.81	60,577.75	45.91%
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	90.66	0.00	60,487.09	45.99%
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	33.98	0.00	60,453.11	46.02%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	122.20	0.00	60,330.91	46.13%
2022	10/28/2021	APWAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	19.04	0.00	60,311.87	46.15%
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	372.66	0.00	59,939.21	46.48%
2022	10/28/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	40.47	0.00	59,898.74	46.51%
2022	10/28/2021	POPAR	10112	INGRAM LIBRARY SERVICE	0.00	0.00	0.00	-101.71	60,000.45	46.42%
2022	10/28/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	131.10	0.00	59,869.35	46.54%
2022	10/28/2021	APWAR		MIDWEST TAPE, LLC	0.00	0.00	32.99	0.00	59,836.36	46.57%
1.610.2.5515 Ending Bal					112,000.00	0.00	36,251.45	15,912.19	59,836.36	46.57%
Period Total					0.00	0.00	9,140.33	-4,556.47		

1.610.2.5516 PERIODICALS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		THE NEW YORK TIMES	8,000.00	0.00	2,353.81	0.00	5,646.19	29.42%
2022	10/14/2021	APWAR		THE NEW YORK TIMES	0.00	0.00	48.45	0.00	5,597.74	30.02%
2022	10/25/2021	POENC	009992	COX SUBSCRIPTIONS INC	0.00	0.00	0.00	3,091.12	2,506.62	68.66%
1.610.2.5516 Ending Bal					8,000.00	0.00	2,402.26	3,091.12	2,506.62	68.66%
Period Total					0.00	0.00	48.45	3,091.12		

1.610.2.5710 INSTATE TRAVEL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		GALLAWAY, ELIZABETH S.	1,000.00	0.00	77.12	0.00	922.88	7.71%
1.610.2.5710 Ending Bal					1,000.00	0.00	77.12	0.00	922.88	7.71%
Period Total					0.00	0.00	0.00	0.00		

1.610.2.5717 Programs					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		APPLE TREE ARTS	15,000.00	0.00	1,872.66	0.00	13,127.34	12.48%

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1.610.2.5717		Programs			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/07/2021	APWAR		APPLE TREE ARTS	0.00	0.00	100.00	0.00	13,027.34	13.15%
2022	10/07/2021	APWAR		SWANK MOTION PICTURES,	0.00	0.00	418.00	0.00	12,609.34	15.93%
2022	10/07/2021	APWAR		INGRAM LIBRARY SERVICE	0.00	0.00	8.09	0.00	12,601.25	15.99%
2022	10/14/2021	APWAR		INGRAM LIBRARY SERVICE	0.00	0.00	9.14	0.00	12,592.11	16.05%
2022	10/28/2021	APWAR		POP UP ART SCHOOL, INC	0.00	0.00	275.00	0.00	12,317.11	17.88%
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	19.98	0.00	12,297.13	18.01%
2022	10/28/2021	APWAR		AMAZON.COM LLC	0.00	0.00	733.23	0.00	11,563.90	22.90%
2022	10/28/2021	APWAR		W. B. MASON CO	0.00	0.00	6.71	0.00	11,557.19	22.95%
2022	10/28/2021	APWAR		INGRAM LIBRARY SERVICE	0.00	0.00	198.46	0.00	11,358.73	24.27%
2022	10/28/2021	APWAR		INGRAM LIBRARY SERVICE	0.00	0.00	3.65	0.00	11,355.08	24.29%
1.610.2.5717 Ending Bal					15,000.00	0.00	3,644.92	0.00	11,355.08	24.29%
Period Total					0.00	0.00	1,772.26	0.00		

1.610.2.5730		DUES AND MEMBERSHIPS			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1,300.00	0.00	0.00	0.00	1,300.00	0.00%
1.610.2.5730 Ending Bal					1,300.00	0.00	0.00	0.00	1,300.00	0.00%
Period Total					0.00	0.00	0.00	0.00		
0002 EXPENSES Ending Bal					214,900.00	0.00	71,560.85	19,003.31	124,335.84	42.14%
					0.00	0.00	13,531.87	-1,465.35		

1.610.6.5210.999.0		ENERGY			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		NSTAR GAS COMPANY	300.00	0.00	173.26	0.00	126.74	57.75%
1.610.6.5210.999.0 Ending Bal					300.00	0.00	173.26	0.00	126.74	57.75%
Period Total					0.00	0.00	0.00	0.00		

1.610.6.5270.999.0		RENTAL & LEASES			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		XEROX CORPORATION	35.00	0.00	30.38	0.00	4.62	86.80%
1.610.6.5270.999.0 Ending Bal					35.00	0.00	30.38	0.00	4.62	86.80%
Period Total					0.00	0.00	0.00	0.00		

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1.610.6.5300.999.0 PROFESSIONAL AND TECHNICAL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		GALLAWAY, ELIZABETH S.	0.00	0.00	74.53	0.00	-74.53	0.00%
				1.610.6.5300.999.0 Ending Bal	0.00	0.00	74.53	0.00	-74.53	0.00%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5330.999.0 CONFERENCE/SEMINAR FEES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	60.00	0.00	0.00	0.00	60.00	0.00%
				1.610.6.5330.999.0 Ending Bal	60.00	0.00	0.00	0.00	60.00	0.00%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5340.999.0 COMMUNICATIONS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		CA MASSACHUSETTS	816.36	0.00	490.07	0.00	326.29	60.03%
				1.610.6.5340.999.0 Ending Bal	816.36	0.00	490.07	0.00	326.29	60.03%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5515.999.0 EDUCATIONAL SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	6,149.10	0.00	3,898.33	121.39	2,129.38	65.37%
				1.610.6.5515.999.0 Ending Bal	6,149.10	0.00	3,898.33	121.39	2,129.38	65.37%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5710.999.0 INSTATE TRAVEL					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		GALLAWAY, ELIZABETH S.	209.74	0.00	56.64	0.00	153.10	27.00%
				1.610.6.5710.999.0 Ending Bal	209.74	0.00	56.64	0.00	153.10	27.00%
				Period Total	0.00	0.00	0.00	0.00		

1.610.6.5717.999.0 PROGRAMS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		ZARRIELLO, CYNTHIA	120.41	0.00	20.41	0.00	100.00	16.95%
2022	10/14/2021	APWAR		HOLLANDER, PAMELA W.	0.00	0.00	100.00	0.00	0.00	100.00%
				1.610.6.5717.999.0 Ending Bal	120.41	0.00	120.41	0.00	0.00	100.00%
				Period Total	0.00	0.00	100.00	0.00		

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1.610.6.5730.999.0 DUE & MEMBERSHIPS					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		ZARRIELLO, CYNTHIA	20.00	0.00	20.00	0.00	0.00	100.00%
1.610.6.5730.999.0 Ending Bal					20.00	0.00	20.00	0.00	0.00	100.00%
Period Total					0.00	0.00	0.00	0.00		
0006 ENCUMBERED FUNDS Ending Bal					7,710.61	0.00	4,863.62	121.39	2,725.60	64.65%
					0.00	0.00	100.00	0.00		
Dept 610 LIBRARY Ending Bal					935,918.61	0.00	275,382.27	19,124.70	641,411.64	31.46%
					0.00	0.00	62,739.90	-1,465.35		
Fund 1 GENERAL FUND Ending Bal					935,918.61	0.00	275,382.27	19,124.70	641,411.64	31.46%
					0.00	0.00	62,739.90	-1,465.35		

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20.610.209.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	417.40	0.00	0.00	0.00	417.40	0.00%
		20.610.209.1 Ending Bal			417.40	0.00	0.00	0.00	417.40	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0209 SHRAB GRANT Ending Bal			417.40	0.00	0.00	0.00	417.40	0.00%
					0.00	0.00	0.00	0.00		

20.610.286.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	162.25	0.00	0.00	0.00	162.25	0.00%
		20.610.286.1 Ending Bal			162.25	0.00	0.00	0.00	162.25	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0286 UNIBANK WIRELESS INTERNET GRAN Ending			162.25	0.00	0.00	0.00	162.25	0.00%
					0.00	0.00	0.00	0.00		

20.610.290.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	92,909.74	0.00	0.00	0.00	92,909.74	0.00%
		20.610.290.1 Ending Bal			92,909.74	0.00	0.00	0.00	92,909.74	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0290 LIBRARY INCENTIVE Ending Bal			92,909.74	0.00	0.00	0.00	92,909.74	0.00%
					0.00	0.00	0.00	0.00		

20.610.291.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	32,859.01	0.00	0.00	0.00	32,859.01	0.00%
		20.610.291.1 Ending Bal			32,859.01	0.00	0.00	0.00	32,859.01	0.00%
		Period Total			0.00	0.00	0.00	0.00		

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0291 LIBRARY EQUALIZATION Ending Bal	32,859.01	0.00	0.00	0.00	32,859.01	0.00%
	0.00	0.00	0.00	0.00		

20.610.292.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	14,912.58	0.00	0.00	0.00	14,912.58	0.00%
		20.610.292.1 Ending Bal			14,912.58	0.00	0.00	0.00	14,912.58	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0292 LIBRARY CIRCULATION Ending Bal	14,912.58	0.00	0.00	0.00	14,912.58	0.00%
	0.00	0.00	0.00	0.00		

20.610.293.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	781.84	0.00	0.00	0.00	781.84	0.00%
		20.610.293.1 Ending Bal			781.84	0.00	0.00	0.00	781.84	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0293 ARPA GRANT Ending Bal	781.84	0.00	0.00	0.00	781.84	0.00%
	0.00	0.00	0.00	0.00		

20.610.641.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	110.50	0.00	0.00	0.00	110.50	0.00%
		20.610.641.1 Ending Bal			110.50	0.00	0.00	0.00	110.50	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0641 TUFTS (CSSF) STEM/STEAM PROJEC Ending	110.50	0.00	0.00	0.00	110.50	0.00%
	0.00	0.00	0.00	0.00		

Dept 610 LIBRARY Ending Bal	142,153.32	0.00	0.00	0.00	142,153.32	0.00%
	0.00	0.00	0.00	0.00		

Fund 20 STATE & FED. GR Ending Bal	142,153.32	0.00	0.00	0.00	142,153.32	0.00%
	0.00	0.00	0.00	0.00		

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29.610.361.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	29,134.13	0.00	0.00	0.00	29,134.13	0.00%
		29.610.361.1 Ending Bal			29,134.13	0.00	0.00	0.00	29,134.13	0.00%
		Period Total			0.00	0.00	0.00	0.00		

29.610.361.4830 GIFT ACCOUNT CONTRIBUTIONS & DONA					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	32.20	0.00	0.00	32.20	0.00%
2022	10/19/2021	ACCRV		LIBRARY	0.00	120.00	0.00	0.00	152.20	0.00%
2022	10/25/2021	ACCRV		LIBRARY	0.00	9.10	0.00	0.00	161.30	0.00%
2022	10/25/2021	ACCRV		LIBRARY	0.00	100.00	0.00	0.00	261.30	0.00%
		29.610.361.4830 Ending Bal			0.00	261.30	0.00	0.00	261.30	0.00%
		Period Total			0.00	229.10	0.00	0.00		

29.610.361.5400 SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		GALE	0.00	0.00	2,145.31	0.00	-2,145.31	0.00%
2022	10/14/2021	APWAR		GAVELIS, RITA J	0.00	0.00	400.00	0.00	-2,545.31	0.00%
29.610.361.5400 Ending Bal					0.00	0.00	2,545.31	0.00	-2,545.31	0.00%
Period Total					0.00	0.00	400.00	0.00		
0361 GIFT ACCOUNT Ending Bal					29,134.13	261.30	2,545.31	0.00	26,850.12	8.65%
					0.00	229.10	400.00	0.00		

29.610.373.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	525.24	0.00	0.00	0.00	525.24	0.00%
		29.610.373.1 Ending Bal			525.24	0.00	0.00	0.00	525.24	0.00%
		Period Total			0.00	0.00	0.00	0.00		

29.610.373.4830 LIBR LOST BOOKS REPLACEMENT 4					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	10/19/2021	ACCRV		LIBRARY	0.00	35.00	0.00	0.00	35.00	0.00%
2022	10/19/2021	ACCRV		LIBRARY	0.00	7.00	0.00	0.00	42.00	0.00%
2022	10/25/2021	ACCRV		LIBRARY	0.00	9.90	0.00	0.00	51.90	0.00%

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29.610.373.4830 Ending Bal	0.00	51.90	0.00	0.00	51.90	0.00%
Period Total	0.00	51.90	0.00	0.00		

29.610.373.5400		SUPPLIES			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		INGRAM LIBRARY SERVICE	0.00	0.00	10.34	0.00	-10.34	0.00%
29.610.373.5400 Ending Bal					0.00	0.00	10.34	0.00	-10.34	0.00%
Period Total					0.00	0.00	0.00	0.00		
0373 LIBR LOST BOOKS REPLACEMENT 4 Ending					525.24	51.90	10.34	0.00	566.80	1.79%
					0.00	51.90	0.00	0.00		

29.610.394.1		BALANCE FORWARD			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1.46	0.00	0.00	0.00	1.46	0.00%
29.610.394.1 Ending Bal					1.46	0.00	0.00	0.00	1.46	0.00%
Period Total					0.00	0.00	0.00	0.00		
0394 UNIBANK E-READER/E-BOOK GIFT A Ending					1.46	0.00	0.00	0.00	1.46	0.00%
					0.00	0.00	0.00	0.00		

29.610.793.1		BALANCE FORWARD			Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	15,051.48	0.00	0.00	0.00	15,051.48	0.00%
29.610.793.1 Ending Bal					15,051.48	0.00	0.00	0.00	15,051.48	0.00%
Period Total					0.00	0.00	0.00	0.00		

29.610.793.4899		LIB MATERIALS REPLACEMENT REV ALL OTHER			Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	13.00	0.00	0.00	13.00	0.00%
2022	10/19/2021	ACCRV		LIBRARY	0.00	7.00	0.00	0.00	20.00	0.00%
2022	10/25/2021	ACCRV		LIBRARY	0.00	10.00	0.00	0.00	30.00	0.00%
29.610.793.4899 Ending Bal					0.00	30.00	0.00	0.00	30.00	0.00%
Period Total					0.00	17.00	0.00	0.00		

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29.610.793.5400		SUPPLIES			Account Type:		E		Available	% Exp
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered		
2022	09/30/2021	BBAL		XEROX CORPORATION	0.00	0.00	58.31	0.00	-58.31	0.00%
2022	10/28/2021	APWAR		XEROX CORPORATION	0.00	0.00	29.24	0.00	-87.55	0.00%
29.610.793.5400 Ending Bal					0.00	0.00	87.55	0.00	-87.55	0.00%
Period Total					0.00	0.00	29.24	0.00		
0793 LIB MATERIALS REPLACEMENT REV Ending					15,051.48	30.00	87.55	0.00	14,993.93	0.58%
					0.00	17.00	29.24	0.00		
Dept 610 LIBRARY Ending Bal					44,712.31	343.20	2,643.20	0.00	42,412.31	5.86%
					0.00	298.00	429.24	0.00		
Fund 29 OTH. SPEC. REV. Ending Bal					44,712.31	343.20	2,643.20	0.00	42,412.31	5.86%
					0.00	298.00	429.24	0.00		

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30.610.440.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	-2,885,900.16	0.00	0.00	0.00	-2,885,900.16	0.00%
		30.610.440.1 Ending Bal			-2,885,900.16	0.00	0.00	0.00	-2,885,900.16	0.00%
		Period Total			0.00	0.00	0.00	0.00		

30.610.440.5100 PERSONNEL SERVICES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	0.00	20,767.95	0.00	-20,767.95	0.00%
		30.610.440.5100 Ending Bal			0.00	0.00	20,767.95	0.00	-20,767.95	0.00%
		Period Total			0.00	0.00	0.00	0.00		

30.610.440.5200 PURCHASE OF SERVICES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		COGHLIN NETWORK	0.00	0.00	829,703.44	762,477.82	-1,592,181.26	0.00%
2022	10/15/2021	POENC	10134	AMERICAN ALARM &	0.00	0.00	0.00	855.77	-1,593,037.03	0.00%
2022	10/28/2021	POPAR	10095	TUCKER LIBRARY	0.00	0.00	0.00	-163,008.45	-1,430,028.58	0.00%
2022	10/28/2021	APWAR		PAUL J. MORIARTY AND	0.00	0.00	2,748.00	0.00	-1,432,776.58	0.00%
2022	10/28/2021	APWAR		WESTON & SAMPSON	0.00	0.00	888.51	0.00	-1,433,665.09	0.00%
2022	10/28/2021	POFUL	10122	BIBLIOTHECA, LLC	0.00	0.00	0.00	-3,680.00	-1,429,985.09	0.00%
2022	10/28/2021	APWAR	10095	TUCKER LIBRARY	0.00	0.00	163,008.45	0.00	-1,592,993.54	0.00%
2022	10/28/2021	APWAR		GRAFTON WATER DISTRICT	0.00	0.00	588.76	0.00	-1,593,582.30	0.00%
2022	10/28/2021	APWAR	10122	BIBLIOTHECA, LLC	0.00	0.00	3,680.00	0.00	-1,597,262.30	0.00%
2022	10/28/2021	APWAR		WILLIAM B. MEYER INC	0.00	0.00	21,130.72	0.00	-1,618,393.02	0.00%
2022	10/28/2021	APWAR		CTA CONSTRUCTION	0.00	0.00	404,225.12	0.00	-2,022,618.14	0.00%
		30.610.440.5200 Ending Bal			0.00	0.00	1,425,973.00	596,645.14	-2,022,618.14	0.00%
		Period Total			0.00	0.00	596,269.56	-165,832.68		

30.610.440.5400 SUPPLIES					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		W. B. MASON CO	0.00	0.00	58,051.83	9,103.00	-67,154.83	0.00%
2022	10/15/2021	POENC	10135	D-TECH INTERNATIONAL	0.00	0.00	0.00	37,235.00	-104,389.83	0.00%
2022	10/15/2021	POENC	10133	BOSTON LAWNMOWER	0.00	0.00	0.00	2,571.52	-106,961.35	0.00%
2022	10/28/2021	POENC	10136	DEMCO, INC.	0.00	0.00	0.00	5,626.33	-112,587.68	0.00%
2022	10/28/2021	APWAR		AMAZON CAPITAL	0.00	0.00	1,049.93	0.00	-113,637.61	0.00%

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30.610.440.5400 Ending Bal	0.00	0.00	59,101.76	54,535.85	-113,637.61	0.00%
Period Total	0.00	0.00	1,049.93	45,432.85		
0440 ART 10 5/17 LIBRARY EXP Ending Bal	-2,885,900.16	0.00	1,505,842.71	651,180.99	-5,042,923.86	0.00%
	0.00	0.00	597,319.49	-120,399.83		
Dept 610 LIBRARY Ending Bal	-2,885,900.16	0.00	1,505,842.71	651,180.99	-5,042,923.86	0.00%
	0.00	0.00	597,319.49	-120,399.83		
Fund 30 CAPITAL PROJECT Ending Bal	-2,885,900.16	0.00	1,505,842.71	651,180.99	-5,042,923.86	0.00%
	0.00	0.00	597,319.49	-120,399.83		

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82.610.630.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
		82.610.630.1		Ending Bal	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0630		GEO W FISHER LIBRARY Ending Bal	47,934.36	0.00	0.00	0.00	47,934.36	0.00%
					0.00	0.00	0.00	0.00		

82.610.631.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
		82.610.631.1		Ending Bal	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0631		LAR FIELD LIBRARY Ending Bal	2,513.53	0.00	0.00	0.00	2,513.53	0.00%
					0.00	0.00	0.00	0.00		

82.610.632.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
		82.610.632.1		Ending Bal	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0632		E. FISHER LIBRARY Ending Bal	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
					0.00	0.00	0.00	0.00		

82.610.633.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		82.610.633.1		Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

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0633 FORD LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.634.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
		82.610.634.1 Ending Bal			2,000.00	0.00	0.00	0.00	2,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0634 FOWLER LIBRARY Ending Bal	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.635.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	250.00	0.00	0.00	0.00	250.00	0.00%
		82.610.635.1 Ending Bal			250.00	0.00	0.00	0.00	250.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0635 E. GODDARD LIBRARY Ending Bal	250.00	0.00	0.00	0.00	250.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.636.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		82.610.636.1 Ending Bal			1,000.00	0.00	0.00	0.00	1,000.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0636 G. HAMMON LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.637.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1,000.00	0.00	0.00	0.00	1,000.00	0.00%

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82.610.637.1 Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
Period Total	0.00	0.00	0.00	0.00		
0637 KEITH LIBRARY Ending Bal	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
	0.00	0.00	0.00	0.00		

82.610.638.1					BALANCE FORWARD		Account Type:		E	
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	8,324.30	0.00	0.00	0.00	8,324.30	0.00%
		82.610.638.1		Ending Bal	8,324.30	0.00	0.00	0.00	8,324.30	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0638 W. FAULKER LIBRARY		Ending Bal	8,324.30	0.00	0.00	0.00	8,324.30	0.00%
					0.00	0.00	0.00	0.00		

82.610.640.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	2,963.00	0.00	0.00	0.00	2,963.00	0.00%
		82.610.640.1		Ending Bal	2,963.00	0.00	0.00	0.00	2,963.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0640 R.HARRIS BOOK FUND		Ending Bal	2,963.00	0.00	0.00	0.00	2,963.00	0.00%
					0.00	0.00	0.00	0.00		
		Dept 610 LIBRARY		Ending Bal	71,985.19	0.00	0.00	0.00	71,985.19	0.00%
					0.00	0.00	0.00	0.00		
		Fund 82 NONEXPEND. TR.		Ending Bal	71,985.19	0.00	0.00	0.00	71,985.19	0.00%
					0.00	0.00	0.00	0.00		

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84.610.630.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	4,474.56	0.00	0.00	0.00	4,474.56	0.00%
		84.610.630.1		Ending Bal	4,474.56	0.00	0.00	0.00	4,474.56	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.630.4820 GEO W FISHER LIBRARY INTEREST ON INVESTME					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	1,472.96	0.00	0.00	1,472.96	0.00%
		84.610.630.4820		Ending Bal	0.00	1,472.96	0.00	0.00	1,472.96	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0630 GEO W FISHER LIBRARY		Ending Bal	4,474.56	1,472.96	0.00	0.00	5,947.52	0.00%
					0.00	0.00	0.00	0.00		

84.610.631.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	2,128.45	0.00	0.00	0.00	2,128.45	0.00%
		84.610.631.1		Ending Bal	2,128.45	0.00	0.00	0.00	2,128.45	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.631.4820 LAR FIELD LIBRARY INTEREST ON INVESTME					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	122.55	0.00	0.00	122.55	0.00%
		84.610.631.4820		Ending Bal	0.00	122.55	0.00	0.00	122.55	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0631 LAR FIELD LIBRARY		Ending Bal	2,128.45	122.55	0.00	0.00	2,251.00	0.00%
					0.00	0.00	0.00	0.00		

84.610.632.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	4,224.00	0.00	0.00	0.00	4,224.00	0.00%
		84.610.632.1		Ending Bal	4,224.00	0.00	0.00	0.00	4,224.00	0.00%
		Period Total			0.00	0.00	0.00	0.00		

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84.610.632.4820 E. FISHER LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	243.50	0.00	0.00	243.50	0.00%
				84.610.632.4820 Ending Bal	0.00	243.50	0.00	0.00	243.50	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0632 E. FISHER LIBRARY Ending Bal					4,224.00	243.50	0.00	0.00	4,467.50	0.00%
					0.00	0.00	0.00	0.00		

84.610.633.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	865.19	0.00	0.00	0.00	865.19	0.00%
				84.610.633.1 Ending Bal	865.19	0.00	0.00	0.00	865.19	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.633.4820 FORD LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	49.23	0.00	0.00	49.23	0.00%
				84.610.633.4820 Ending Bal	0.00	49.23	0.00	0.00	49.23	0.00%
				Period Total	0.00	0.00	0.00	0.00		
0633 FORD LIBRARY Ending Bal					865.19	49.23	0.00	0.00	914.42	0.00%
					0.00	0.00	0.00	0.00		

84.610.634.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	1,698.30	0.00	0.00	0.00	1,698.30	0.00%
				84.610.634.1 Ending Bal	1,698.30	0.00	0.00	0.00	1,698.30	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.634.4820 FOWLER LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	97.63	0.00	0.00	97.63	0.00%
				84.610.634.4820 Ending Bal	0.00	97.63	0.00	0.00	97.63	0.00%
				Period Total	0.00	0.00	0.00	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 10/01/2021 to 10/31/2021

0634 FOWLER LIBRARY Ending Bal	1,698.30	97.63	0.00	0.00	1,795.93	0.00%
	0.00	0.00	0.00	0.00		

84.610.635.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	231.02	0.00	0.00	0.00	231.02	0.00%
		84.610.635.1 Ending Bal			231.02	0.00	0.00	0.00	231.02	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.635.4820 E. GODDARD LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	12.69	0.00	0.00	12.69	0.00%
		84.610.635.4820 Ending Bal			0.00	12.69	0.00	0.00	12.69	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0635 E. GODDARD LIBRARY Ending Bal	231.02	12.69	0.00	0.00	243.71	0.00%
	0.00	0.00	0.00	0.00		

84.610.636.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	866.13	0.00	0.00	0.00	866.13	0.00%
		84.610.636.1 Ending Bal			866.13	0.00	0.00	0.00	866.13	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.636.4820 G. HAMMON LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	49.26	0.00	0.00	49.26	0.00%
		84.610.636.4820 Ending Bal			0.00	49.26	0.00	0.00	49.26	0.00%
		Period Total			0.00	0.00	0.00	0.00		

0636 G. HAMMON LIBRARY Ending Bal	866.13	49.26	0.00	0.00	915.39	0.00%
	0.00	0.00	0.00	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 10/01/2021 to 10/31/2021

84.610.637.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	866.66	0.00	0.00	0.00	866.66	0.00%
		84.610.637.1		Ending Bal	866.66	0.00	0.00	0.00	866.66	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.637.4820 KEITH LIBRARY INTEREST ON INVESTME					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	49.28	0.00	0.00	49.28	0.00%
		84.610.637.4820		Ending Bal	0.00	49.28	0.00	0.00	49.28	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0637 KEITH LIBRARY		Ending Bal	866.66	49.28	0.00	0.00	915.94	0.00%
					0.00	0.00	0.00	0.00		

84.610.638.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	6,989.93	0.00	0.00	0.00	6,989.93	0.00%
		84.610.638.1		Ending Bal	6,989.93	0.00	0.00	0.00	6,989.93	0.00%
		Period Total			0.00	0.00	0.00	0.00		

84.610.638.4820 W. FAULKER LIBRARY INTEREST ON INVESTME					Account Type:		R			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	404.28	0.00	0.00	404.28	0.00%
		84.610.638.4820		Ending Bal	0.00	404.28	0.00	0.00	404.28	0.00%
		Period Total			0.00	0.00	0.00	0.00		
		0638 W. FAULKER LIBRARY		Ending Bal	6,989.93	404.28	0.00	0.00	7,394.21	0.00%
					0.00	0.00	0.00	0.00		

84.610.639.1 BALANCE FORWARD					Account Type:		E			
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	106,584.98	0.00	0.00	0.00	106,584.98	0.00%
		84.610.639.1		Ending Bal	106,584.98	0.00	0.00	0.00	106,584.98	0.00%
		Period Total			0.00	0.00	0.00	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 10/01/2021 to 10/31/2021

84.610.639.4820 NELSON LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	2,812.11	0.00	0.00	2,812.11	0.00%
				84.610.639.4820 Ending Bal	0.00	2,812.11	0.00	0.00	2,812.11	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0639 NELSON LIBRARY Ending Bal	106,584.98	2,812.11	0.00	0.00	109,397.09	0.00%
					0.00	0.00	0.00	0.00		

84.610.640.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	2,353.91	0.00	0.00	0.00	2,353.91	0.00%
				84.610.640.1 Ending Bal	2,353.91	0.00	0.00	0.00	2,353.91	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.640.4820 R.HARRIS BOOK FUND INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	140.36	0.00	0.00	140.36	0.00%
				84.610.640.4820 Ending Bal	0.00	140.36	0.00	0.00	140.36	0.00%
				Period Total	0.00	0.00	0.00	0.00		
				0640 R.HARRIS BOOK FUND Ending Bal	2,353.91	140.36	0.00	0.00	2,494.27	0.00%
					0.00	0.00	0.00	0.00		

84.610.659.1 BALANCE FORWARD						Account Type:		E		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	10,149.16	0.00	0.00	0.00	10,149.16	0.00%
				84.610.659.1 Ending Bal	10,149.16	0.00	0.00	0.00	10,149.16	0.00%
				Period Total	0.00	0.00	0.00	0.00		

84.610.659.4820 J. WHEELLOCK LIBRARY INTEREST ON INVESTME						Account Type:		R		
Year	Eff Date	Type	PO #	Description	Carry Forward	Revenue	Expended	Encumbered	Available	% Exp
2022	09/30/2021	BBAL		Beginning Balance	0.00	497.94	0.00	0.00	497.94	0.00%
				84.610.659.4820 Ending Bal	0.00	497.94	0.00	0.00	497.94	0.00%
				Period Total	0.00	0.00	0.00	0.00		

Town of Grafton
2022 Revenue / Expense Report
From 10/01/2021 to 10/31/2021

0659 J. WHEELLOCK LIBRARY Ending Bal	10,149.16	497.94	0.00	0.00	10,647.10	0.00%
	0.00	0.00	0.00	0.00		
 Dept 610 LIBRARY Ending Bal	 141,432.29	 5,951.79	 0.00	 0.00	 147,384.08	 0.00%
	0.00	0.00	0.00	0.00		
 Fund 84 EXPENDABLE TR. Ending Bal	 141,432.29	 5,951.79	 0.00	 0.00	 147,384.08	 0.00%
	0.00	0.00	0.00	0.00		
 Grand Total	 -1,549,698.44	 6,294.99	 1,783,868.18	 670,305.69	 -3,997,577.32	 0.00%
	0.00	298.00	660,488.63	-121,865.18		

OCTOBER 2021

STATISTICS

Visitors



2,699

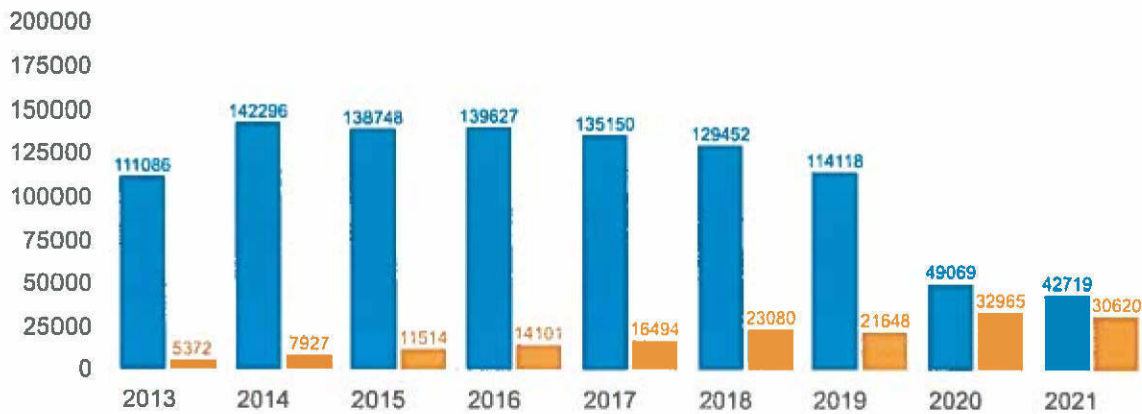
Home Delivery



16

CIRCULATION

● Physical ● Digital



Reference Questions



130

Holds



?

Items Added



501

New Library Cards



162

SOCIAL MEDIA

YouTube Subscribers



62

Facebook Followers



1,830

Instagram Followers



579

Pinterest Followers



421



Beth Galloway <gallowayb@grafftonlibrary.org>

Meeting Reminder 11-17

Ronald Paolillo <rpaoililo@draws.com>

Wed, Nov 17, 2021 at 3:24 PM

To: Beth Galloway <gallowayb@grafftonlibrary.org>, Paul DuRoss <PDuRoss@ctaconstruction.com>, William Blake

<blakew@graffon-ma.gov>, Evan Brassard <brassarde@graffon-ma.gov>, Richard LePage <rlepage@ctaconstruction.com>,

Ken Best <kbest@draws.com>, Mark Sullivan <mark@dasullivan.com>

See responses below in red per my walk through with CTA and William.

Ronald N. Paolillo, M.Arch, Associate AIA

Project Manager



DrummeY Rosane Anderson, Inc.

225 Oakland Road, Studio 205

South Windsor, CT 06074

860.644.8300 x151

M 860.558.0292

www.draws.com

From: Beth Galloway <gallowayb@grafftonlibrary.org>

Sent: Tuesday, November 16, 2021 10:24 AM

To: Paul DuRoss <PDuRoss@ctaconstruction.com>; Ronald Paolillo <rpaoililo@draws.com>; William Blake <blakew@graffon-ma.gov>; Evan Brassard <brassarde@graffon-ma.gov>; Richard LePage <rlepage@ctaconstruction.com>; Ken Best <kbest@draws.com>; Mark Sullivan <mark@dasullivan.com>

Subject: Fwd: Meeting Reminder 11-17

See below - I need to provide a response to my board at tomorrow's nights meeting

Beth G

Begin forwarded message:

From: doug.bowman@verizon.net

Date: November 16, 2021 at 10:15:59 AM EST

To: Beth Galloway <gallowayb@grafftonlibrary.org>

Subject: RE: Meeting Reminder 11-17

Reply-To: doug.bowman@verizon.net

Hi Beth,

I did a brief walkabout around the outside but did not go inside – do you want me to do this? I wasn't sure if it was worthwhile considering there is an active punchlist.

Outside, I noticed

1. Access holes near old boiler are not sealed – presumably small animals could go in/out **CTA to patch**
2. Broken/missing window near old boiler – sealed with plywood but not sure if there is a plan to replace or at least tighten the opening **New window is on site; CTA to install**
3. Casement window in front has yellowed panes – not sure if it was the color of something behind. It's functional but now that it's much more visible (without bushes) could use some work **Material behind glazing is insulation; will see if glazing can be painted from exterior to hide insulation.**
4. Common entrance – junk, construction stuff left – needs some cleanup **CTA will clean up**
5. Miscellaneous bushes are not installed / covered dirt. There is one to the left of the book drop near entrance that is almost sitting on top of dirt. **Were not there when we walked around the building; assuming they have been removed.**

[Quoted text hidden]

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12137

Year: 2022

Effective Date: 11/04/2021

Post Date: 10/27/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
58613	191 KOOPMAN LUMBER CO INC	1024601	17.95		1.610.2.5240	REPAIR AND MAINTENANCE	17.95	Validated
58774	4685 STAPLES CONTRACT &	3490105650	30.49		1.610.2.5240	REPAIR AND MAINTENANCE	30.49	Validated
58702	5578 AMAZON.COM LLC	958949685454	26.99		1.610.2.5240	REPAIR AND MAINTENANCE	26.99	Validated
58616	2118 W. B. MASON CO	224349102	11.59		1.610.2.5420	OFFICE SUPPLIES	11.59	Validated
58616	2118 W. B. MASON CO	224439946	0.83		1.610.2.5420	OFFICE SUPPLIES	0.83	Validated
58774	4685 STAPLES CONTRACT &	3490560667	52.35		1.610.2.5420	OFFICE SUPPLIES	52.35	Validated
58702	5578 AMAZON.COM LLC	473344745349	24.99		1.610.2.5420	OFFICE SUPPLIES	24.99	Validated
58602	54 DEMCO, INC.	7029011	52.10		1.610.2.5420	OFFICE SUPPLIES	52.10	Validated
58775	9836 OVERDRIVE, INC.	01050CO21429429	76.00		1.610.2.5515	EDUCATIONAL SUPPLIES	76.00	Validated
58702	5578 AMAZON.COM LLC	473344745349	50.45		1.610.2.5515	EDUCATIONAL SUPPLIES	50.45	Validated
58772	9897 MIDWEST TAPE, LLC	501155783	76.62		1.610.2.5515	EDUCATIONAL SUPPLIES	76.62	Validated
58772	9897 MIDWEST TAPE, LLC	501155784	35.74		1.610.2.5515	EDUCATIONAL SUPPLIES	35.74	Validated
58606	3613 INGRAM LIBRARY SERVICE	55444785	51.88	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	51.88	Validated
58606	3613 INGRAM LIBRARY SERVICE	55490344	92.91	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	92.91	Validated
58606	3613 INGRAM LIBRARY SERVICE	55490345	54.76	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	54.76	Validated
58606	3613 INGRAM LIBRARY SERVICE	55490346	108.84	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	108.84	Validated
58606	3613 INGRAM LIBRARY SERVICE	55490347	64.25	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	64.25	Validated
58702	5578 AMAZON.COM LLC	966897633836	682.56		1.610.2.5515	EDUCATIONAL SUPPLIES	682.56	Validated
58616	2118 W. B. MASON CO	224439946	141.92		1.610.2.5717	Programs	141.92	Validated
58751	11094 SHENOY, SANDHYA	REIM	60.00		1.610.2.5730	DUES AND MEMBERSHIPS	60.00	Validated
610 EXPENSES Total							\$1,713.22	
.61 LIBRARY EQUALIZATION								
58812	9554 MASSACHUSETTS LIBRARY	7121	744.63		20.610.291.5200	SERVICES	744.63	Validated
58627	6519 XEROX CORPORATION	2868610	699.94		29.610.793.5400	SUPPLIES	699.94	Validated
.61 LIB MATERIALS							\$1,444.57	
Schedule #12137 Total							\$3,157.79	

To the Town Accountant:

The above named bills of the *Grafton Public Library*, amounting in the aggregate to \$ 3,157.79
have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12160

Year: 2022

Effective Date: 11/18/2021

Post Date: 11/10/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
610 EXPENSES								
58946	10533 NSTAR GAS COMPANY	28556580018	97.60		1.610.2.5210	ENERGY	97.60	Validated
58969	2118 W. B. MASON CO	224475456	773.71		1.610.2.5240	REPAIR AND MAINTENANCE	773.71	Validated
58969	2118 W. B. MASON CO	224846947	19.96		1.610.2.5240	REPAIR AND MAINTENANCE	19.96	Validated
58969	2118 W. B. MASON CO	224893295	23.12		1.610.2.5240	REPAIR AND MAINTENANCE	23.12	Validated
59386	255 RANSFORD PEST CONTROL	428769	95.00		1.610.2.5240	REPAIR AND MAINTENANCE	95.00	Validated
59407	11152 FIRST ARKANSAS BANK &	2039535696	174.00		1.610.2.5248	CONTRACTED SERVICES	174.00	Validated
59404	12667 MARKETSPARK, INC	1005497	107.13		1.610.2.5340	COMMUNICATIONS	107.13	Validated
59404	12667 MARKETSPARK, INC	1005721	108.13		1.610.2.5340	COMMUNICATIONS	108.13	Validated
58969	2118 W. B. MASON CO	224862241	2.96		1.610.2.5420	OFFICE SUPPLIES	2.96	Validated
58969	2118 W. B. MASON CO	224904948	2.54		1.610.2.5420	OFFICE SUPPLIES	2.54	Validated
58930	54 DEMCO, INC.	7032182	174.66		1.610.2.5420	OFFICE SUPPLIES	174.66	Validated
59385	9836 OVERDRIVE, INC.	01050SV21440237	11.96		1.610.2.5515	EDUCATIONAL SUPPLIES	11.96	Validated
58965	9897 MIDWEST TAPE, LLC	501187032	177.78		1.610.2.5515	EDUCATIONAL SUPPLIES	177.78	Validated
58965	9897 MIDWEST TAPE, LLC	501187033	13.49		1.610.2.5515	EDUCATIONAL SUPPLIES	13.49	Validated
58957	3613 INGRAM LIBRARY SERVICE	55611411	152.85	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	152.85	Validated
58957	3613 INGRAM LIBRARY SERVICE	55611412	41.41	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	41.41	Validated
58957	3613 INGRAM LIBRARY SERVICE	55611413	7.15	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	7.15	Validated
59486	3613 INGRAM LIBRARY SERVICE	55739497	1,763.62	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	1,763.62	Validated
59486	3613 INGRAM LIBRARY SERVICE	55739498	10.32	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	10.32	Validated
59486	3613 INGRAM LIBRARY SERVICE	55739499	13.01	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	13.01	Validated
59486	3613 INGRAM LIBRARY SERVICE	55739500	260.33	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	260.33	Validated
59486	3613 INGRAM LIBRARY SERVICE	55739501	345.97	10112	1.610.2.5515	EDUCATIONAL SUPPLIES	345.97	Validated
58930	54 DEMCO, INC.	7032182	115.79		1.610.2.5515	EDUCATIONAL SUPPLIES	115.79	Validated
58949	6719 GALE	76059465	28.58		1.610.2.5515	EDUCATIONAL SUPPLIES	28.58	Validated
58967	11837 THE NEW YORK TIMES	906850375	51.00		1.610.2.5516	PERIODICALS	51.00	Validated
59498	10764 ZARRIELLO, CYNTHIA	REIM	1.51		1.610.2.5710	INSTATE TRAVEL	1.51	Validated
59498	10764 ZARRIELLO, CYNTHIA	REIM	19.94		1.610.2.5710	INSTATE TRAVEL	19.94	Validated
610 EXPENSES Total							\$4,593.52	

Town of Grafton

Schedule of Bills Payable

Schedule of Bills Payable # 12160

Year: 2022

Effective Date: 11/18/2021

Post Date: 11/10/2021

Voucher	Vendor	Invoice	Amount	PO	Account Number	Description	Amount	Status
.61 GIFT ACCOUNT								
59508	10387 HILL, NANCY M	NMH10721	202.50		29 610.361.5400	SUPPLIES	202.50	Validated
59498	10764 ZARRIELLO, CYNTHIA	REIM	375.00		29.610.361.5400	SUPPLIES	375.00	Validated
59498	10764 ZARRIELLO, CYNTHIA	REIM	75.00		29.610.361.5400	SUPPLIES	75.00	Validated
.61 GIFT ACCOUNT Total							\$652.50	

Schedule #12160 Total \$5,246.02

To the Town Accountant:

The above named bills of the *Grafton Public Library*, amounting in the aggregate to \$ 5,246.02 have been approved and you are requested to place them on a warrant for payment.

Commission, Committee, Board

I, the undersigned, hereby certify that the purchase of services and supplies listed in this schedule complies with the provisions of the Massachusetts General Laws, Chapter 30B, The Uniform Procurement Act, as amended.

Procurement Officer